

BRIGHT FUTURES ACADEMY

Sustainable Education Since 2001

ESE Coordinator, Bright Futures Academy, Inc. Palm Beach Gardens, FL Full-Time Position

\$2500 BONUS!! - \$500 SIGN-ON, \$1500 at End of School Year!!

Job description

Create and implement a flexible program and classroom environment favorable to student learning and personal growth. Develops and implements plans consistent with established guidelines. Establish effective rapport with students, staff, and parents. Motivate students to develop skills, attitudes and knowledge to provide an effective educational foundation, in accordance with each student's ability.

Essential Duties And Responsibilities

MUST BE A TEAM PLAYER!

Instruction/Education/Coordination Responsibilities

- Plans and implements a program of instruction that adheres to the company's philosophy, goals and objectives as outlined in the adopted courses of study.
- Makes purposeful and appropriate lesson plans which provide for effective teaching strategies and maximizes time on task.
- Presents subject matter to students to maximize learning opportunity and provides real-world, application based examples and learning opportunities.
- Reviews student records in order to develop a foundation of understanding regarding each student's abilities and needs. Maintain accurate and complete student records.
- Strives to maximize the educational achievement of each student.
- Utilizes a variety/range of student learning modalities in each lesson and uses differentiated instruction within those lessons.
- Utilizes diagnostic assessment of student learning on a frequent basis. Maintains accurate and completes student records.
- Assesses student strengths and weaknesses on a frequent basis, provides appropriate activities to address student needs and generates progress reports as required.
- Refers students with suspected learning problems to appropriate support personnel. Assigns lessons, corrects student work and assignments.
- Prepares students for state required achievement assessments.
- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for the continual improvement of the school's curriculum.

- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Provide a Classroom Environment Conducive to Learning

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Maintains positive rapport with students; demonstrates patience and appropriate nurturing to assist in the growth of the child.
- Ensures classroom is clean, safe and includes student generated work on display as appropriate. Implements all relevant policies governing student conduct.
- Develops reasonable rules of classroom/playground behavior in accordance with BFA policy
- Maintains order in a fair and consistent manner.

Instructional Planning

- Develops lesson plans consistent with established guidelines and goals.
- Plans individual and group learning activities designed to meet instructional objective and students needs.
- Prepares for classes assigned and shows evidence of preparation upon request of supervisory personnel.
- Participates with other staff members in curriculum planning during designated meetings.
- Incorporates into planning all diagnostic information as required in the student's Individual Education Plan (IEP).

School/Community Relations

- Strives to establish cooperative relations and makes reasonable effort to communicate with parents/guardians when appropriate.
- Communicates clearly, consistently and positively with parents via all appropriate mediums. Cooperates with members of the administration, other staff and with BFA, including members of the board.
- Maintains confidentiality regarding student records. Participates in parent communication activities.
- MAY PERFORM OTHER DUTIES AS ASSIGNED**

Skills And Knowledge

- Demonstrates enthusiasm and commitment toward the position and the mission of the company; support the company's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee
- Possesses strong time management & organizational skills and the ability to prioritize
- Has the ability to establish and maintain effective working relationships with teachers, students, parents, the community, and administrative Is sensitive to sensitive to corporate needs, employee goodwill, and the public image, as unique situations present themselves.
- Possesses excellent interpersonal skills and displays such between all stakeholders: being courteous, professional, and
- Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening), Negotiating and
- Has the ability to be at work consistently, to be on time, to follow instructions, to respond to management direction and to solicit feedback to improve
- Demonstrates proficient experience with Microsoft Office (Word, Excel, PowerPoint), and email
- Looks for ways to improve and promote quality and demonstrates accuracy and

- Strives to implement best practices and positive character education

Minimum Requirements

Education/ Licensure/ Certification

- Bachelor's degree (BA) from an accredited college or university. Possession of valid teaching certification (as appropriate). Possession of valid teaching certification in content area as assigned OR proof of active enrollment in a state-approved EPI or MAT program and either a valid Florida state-issued Statement of Eligibility or valid Temporary Certificate in Content Area assigned.
- Minimum of one (1) to three (3) years successful teaching experience (may include Student Teaching Internship experience).
- Equivalent combination of education and experience.
- Command of grades/subject specific content and theoretical knowledge of learning theory, including motivation, reinforcement, evaluation and feedback techniques.
- Understanding of and commitment to company values.
- Successful results of criminal and employment background check.
- Effective instructional delivery techniques and excellent communication skills. Adherence to the requirements of the Code of Ethics for the Education Profession.
- Such alternatives to the above requirements as BFA finds appropriate and acceptable.

Responsibilities

While performing the responsibilities of this position, the work environment characteristics listed below are representative of the environment the employee will encounter

- Usual school working conditions.
- May be noisy during high student traffic.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No physical exertion required.
- Somewhat stressful due to frequent student activity.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

SALARY

RANGE: \$50,000-\$60,000 ANNUALLY

BONUS: \$500 PAID with first paycheck, \$500 paid by January 1, 2022, if signed contract by December 1, 2021, and \$1500 paid with the successful completion of school year.

ESSENTIAL ESE COORDINATOR RESPONSIBILITIES AND DUTIES

Support Bright Futures Academy's instructional program by directing Teachers and the school's program for children with educational disabilities in accordance with state law and regulations as well as BFA curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, direct and manage SPED (Special education is instruction that is specially designed to meet the unique needs of children who have disabilities.. This definition of special education comes from IDEA, the Individuals with Disabilities Education Act.) Teachers and school's SPED program.
- Compile and review comprehensive evaluation data required to determine the appropriate eligibility of individual exceptional students.
- Assure confidentiality of any personally identifiable data.
- Provide consultant services to school-level staff which directly relate to the eligibility, placement and provision of services.
- Provide parent education information about types of programs, the locations of such programs, the district's policies and procedures for determining eligibility and placement, and their rights as a parent of an SPED student.
- Serve as liaison among Special Education student (SPED), regular education, and parents.
- Utilize resources from school(s), BFA, the district and the community
- Facilitate effective communication and articulation between school(s) staff members.
- Schedule and conduct Individual Education Plans (IEPs), Individual Transition Plans (ITPs), Family Support Plans (FSPs), and Education Plans (EPs) for exceptional students in accordance with state requirements.
- Assist with the development and implementation of inclusive procedures for BFA.
- Implement of least Restrictive Environment Instruction for SPED students.
- Provide technical assistance to schools in identification, evaluation/placement, and/or IEP, ITP, FSP, or EP disputes.
- Provide assistance in problem-solving.
- Report FTE data to appropriate bodies.
- Make recommendations for procedural and/or program improvement based on data analysis.

****MAY PERFORM OTHER DUTIES AS ASSIGNED****

SKILLS AND KNOWLEDGE

1. Demonstrate enthusiasm and commitment toward the job and the mission of the company; support the company's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee Handbook.
2. Work and interact with staff and relates to individuals at all levels of the organization; relate to individuals at all levels. As unique situations present themselves, the ESE Coordinator shall consider employee goodwill, and the public image.
3. Strong time management & organizational skills and the ability to prioritize wisely.
4. Ability to establish and maintain effective working relationships with teachers, students, parents, the community, and administrative staff.
5. Establish excellent interpersonal skills between all constituents: being courteous, professional, and helpful; Oral (including presentations), Written, Interpersonal (active listening), Negotiating and Influencing.
6. Ability to consistently be at work, be on time, follow instructions, respond to management direction and solicit feedback to improve performance.
7. Proficient experience with Microsoft Office (Word, Excel, PowerPoint), Student Information System (SIS).
8. Look for ways to improve and promote quality and demonstrates accuracy and thoroughness. Strives to implement best practices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No physical exertion required.
- Required to sit for long periods of time.
- Somewhat stressful due to frequent student activity.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderate; it may rise during periods of heavy student traffic.

TERMS OF EMPLOYMENT

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

FLSA OVERTIME CATEGORY

Job is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

EVALUATION

Performance will be evaluated in accordance with BFA Policy.

JOB REQUIREMENTS:

- BS/BA degree or equivalent experience.
- Master’s degree from an accredited educational institution preferred.
- Certified in one area of Exceptional Education (two areas preferred).
- Minimum of three (3) years successful teaching experience.
- Effective instructional delivery techniques and excellent communication skills.
- Such alternatives to the above requirements as BFA may find appropriate and acceptable.