

# Pee Dee Education Center Job Description

Send cover letter and resume to: Mr. Larry Jackson, Executive Director, Pee Dee Education Center, 520 Francis Marion Road, Florence, SC 29506; ljackson@pdec.net

TITLE:	Project SHARE Itinerant Teacher
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Valid professional certification as a teacher at elementary or secondary level required.</li><li>2. Background in curriculum and instruction that includes special education students.</li><li>3. Minimum of three years teaching experience in public schools in area of certification.</li><li>4. Such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable.</li></ol>
REPORTS TO:	Executive Director of Pee Dee Education Center
TERMS OF EMPLOYMENT:	Nine Months - Salary to be based on Darlington teachers' salary schedule.
POSITION GOAL:	To provide the Executive Director, or his/her designee, with enrollment figures of students being served by districts. To assist the school districts in providing staff development with special emphasis on exceptional needs children and how to teach them in regular classroom settings.

## Performance Responsibilities

1. Works with principals, teachers, and Program Coordinators of the district to develop schedules that are effective, efficient and economical.
2. Assists in developing Individualized Education Plans for physical facilities, for exceptional needs students by adhering to each district's guidelines.
3. Assesses and evaluates all exceptional needs students records and reports from outside agencies before making recommended changes.
4. Compiles, maintains, and monitors records of students served.
5. Plans and conducts appropriate in-service programs with approval from Executive Director and Program Coordinator of the District.
6. Fulfills all reporting requirements.
7. Assures compliance with all federal and state mandates related to exceptional needs students.
8. Meets with Audiologist, teachers, parents, speech clinicians, and outside agencies to coordinate services identified to address student educational accommodations and all adaptations.
9. Serves as liaison between the teacher at school level and Executive Director.
10. Utilizes appropriate educational strategies to meet objectives identified in each student's IEP.
11. Performs other duties as may be assigned by the Executive of the Pee Dee Education Center.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Pee Dee Education Center Board of Directors' policy on evaluation of professional personnel.

Approved by: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed and  
Agreed to by: \_\_\_\_\_

Date \_\_\_\_\_