

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

STAFFING/RESOURCE SPECIALIST, EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

1. Master's degree from an accredited educational institution preferred.
2. Valid Florida certification or endorsement in exceptional student education.
3. Three years successful experience teaching exceptional student education.
3. Must meet background clearance requirements as specified by Florida statutes and State Board of Education regulation.

REPORTS TO:

Administrator of Exceptional Student Education and Psychological Services.

SUPERVISES:

N/A

POSITION GOALS

To serve assigned school as ESE Designee as directed by supervisor to ensure compliance with federal and state laws, Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students, and local school board policies and District procedures.

KNOWLEDGE, SKILL, AND ABILITIES:

Knowledge of the exceptional student education (ESE) programs. Knowledge of federal and state laws, State Board of Education rules, and School Board policies applicable to the education of exceptional education students. Understanding of normal child development and adaptation of program needs for exceptional students. Ability to use problem-solving strategies. Knowledge of Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA). Ability to travel to various school sites. Effective written communication skills for record keeping and report writing. Ability to make small and large group presentations. Skill in program development and organization. Ability to use time effectively. Knowledge of transition planning and employment services available through community agencies for exceptional students. Knowledge of compliance monitoring process and District program and procedures requirements. Ability to conduct statistical analyses to support assigned duties. Knowledge of effective instructional strategies and programs which promote wellness and reduce violence and

substance abuse among students. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others.

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality regarding school/workplace matters.
2. Follow federal and state laws, School Board policies, and District procedures.
3. Set high standards and expectations and promote professional growth for self and others.
4. Use effective, positive interpersonal skills and represent the District in a positive and professional manner.
5. Demonstrate support for the School District, its mission statement, and its goals and priorities.
6. Work closely with District and school staffs to support school improvement initiatives and processes.
7. Participate in cooperative long-range planning with departments and schools.
8. Follow attendance, punctuality and other qualities of an appropriate work ethic.
9. Ensure adherence to good safety standards.
10. Maintain expertise in assigned areas to fulfill position goals; attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
11. Prepare or assist in the preparation and maintenance of all required reports and records.
12. Provide technical support and expertise to school and District personnel.
13. Serve on District committees as assigned by supervisor.
14. Demonstrate initiative in the performance of assigned responsibilities, the identification of potential problems, and opportunities for improvement.
15. Keep supervisor informed of potential problems, unusual events, and specific concerns.
16. Respond to inquiries and concerns in a timely manner and keep supervisor informed of potential problems, unusual events, and opportunities for improvement.
17. Provide technical support and expertise to school and District personnel.
18. Serve on District committees as assigned by supervisor.
19. Travel to various school sites in the District as directed by supervisor.
20. Participate in planning, implementation, evaluation, and coordination of assigned programs or service areas.
21. Compile and review comprehensive evaluation data required to determine the appropriate eligibility of individual exceptional students.
22. Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the District as they relate to assigned responsibilities.
23. Participate in eligibility staffing, IEP meetings, and parent-teacher conferences as directed by supervisor.
24. Provide follow-up with eligibility staffing committee recommendations.
25. Provide to school-level staff consultative services that relate to eligibility, placement, data collection, research-based interventions, and effective instructional practices for exceptional students.
26. Conduct observations and individual student assessments, to include functional behavior assessments and positive behavior intervention plans, as directed by supervisor.

27. Model appropriate, research-based strategies and techniques for instructors to use with students with specific disabilities as directed by supervisor.
28. Provide written recommendations to teachers related to the instruction of students with specific disabilities.
29. Provide information to parents about types of programs, the locations of such programs, and the District policies and procedures for determining eligibility and placement.
30. Serve as liaison among Exceptional Student Education (ESE), regular education, and parents.
31. Utilize resources from schools, District offices, and the community.
32. Assist teachers in the development of Individual Education Plans (IEPs), Individual Transition Plans (ITPs), Family Support Plans (FSPs) and Education Plans (EPs) for exceptional students.
33. Assist with the development and implementation of inclusive procedures.
34. Monitor Full Time Equivalent (FTE) reporting for exceptional education programs.
35. Assist schools and departments with the utilization of the Florida Education Finance Program (FEFP) matrix.
36. Assist school with implementation of least restrictive environment for exceptional students.
37. Provide technical assistance to schools in identification, evaluation, placement, and/or IEP, ITP, FSP, EP disputes and assist in the preparation for mediation, resolution sessions, and due process hearings.
38. Make recommendations for procedural and/or program improvement based on data analysis.
39. Coordinate summer programs as directed by supervisor.
40. Provide professional development related to exceptional student education curriculum, instructional strategies, program requirements and data collection.
41. Develop support materials needed by assigned programs or service area.
42. Develop or assist in the development of grants or proposals related to assignment.
43. Serve as liaison to outside agencies related to assigned programs or services.

Performs other tasks consistent with the goals and objectives of this position as assigned by the supervisor

- **Essential Performance Responsibilities**

PHYSICAL REQUIREMENTS: 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.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.