

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### **COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION AND PSYCHOLOGICAL SERVICES**

#### **QUALIFICATIONS:**

1. Master's degree from an accredited educational institution
2. Valid Florida certification in Educational Leadership or related field
3. At least five years experience in education
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the laws and rules as they relate to Exceptional Student Education programs and services
- Knowledge of current trends and best practices, including a good understanding of effective service delivery models
- Knowledge of the school district and its organization
- Skill in problem solving, human interactions and conflict management
- Effective skills in oral and written communications
- Ability to analyze, interpret, synthesize, and use data in decision-making

#### **REPORTS TO:**

Supervisor of Instruction

#### **SUPERVISES:**

District Staffing Specialists  
School Psychologists  
Itinerant Therapists  
Staff secretaries within the ESE Department  
Other personnel as assigned by Supervisor of Instruction

#### **POSITION GOALS**

Serves as staff assistant to the Supervisor of Instruction, ensuring effective implementation of curricular policy and program responsibilities. Assists the Supervisor of Instruction in the task of developing, achieving, and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates all aspects of the District’s Exceptional Student Education Program.
2. Ensures compliance with federal requirements related to the Individuals with Disabilities Education Act (IDEA).
3. Develops the District Special Programs and Procedures Manual and provides guidance to the Supervisor of Instruction and Superintendent regarding federal requirements.
4. Serves as administrative contact for parental concerns related to ESE programs and services.
5. Coordinates and supervises services to schools provided by Staffing Specialists.
6. Provides program updates to ESE personnel and school staff.
7. Design and implement professional development programs to assist ESE teachers in providing effective programs for Students with Disabilities.
8. Serves as administrative contact for complaints presented through the Office of Civil Rights (OCR).
9. Keeps Supervisor of Instruction and Superintendent informed of complaints and programmatic concerns.
10. Serves as administrative contact for Response to Intervention (RtI).
11. Coordinates all aspects of the District’s Psychological Services program; including supervision of School Psychologists.
12. Collaborates with district and school staff to ensure accurate and timely submission of data collected through the Student Data Base Reporting System.
13. Serves as administrative contact for the McKay Scholarship program.
14. Serves as administrative contact for Medicaid reimbursement.
15. Establishes inter-district cooperative agreements to serve students with disabilities.
16. Collaborates with other district coordinators to ensure Adequate Yearly Programs for Students with Disabilities.
17. Supervises assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
18. Performs other duties as assigned by the Supervisor of Instruction.

**Physical Requirements:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve months. Salary to be based on the Board-adopted administrative salary schedule.

**EVALUATION:**

Performance of this position will be evaluated annually by the Supervisor of Instruction in accordance with the Board policy for evaluation of administrative personnel.