

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Develop programs for exceptional education students.
- \_\_\_\_\_ 2. Make short- and long-term plans, making schools aware of schedule.
- \_\_\_\_\_ 3. Assist with the preparation of alternative learning activities for special needs.
- \_\_\_\_\_ 4. Use test results to assist in planning strategies for ESE students which will enhance strengths in learning.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 5. Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- \_\_\_\_\_ 6. Assist in developing special programs and procedures for exceptional students.
- \_\_\_\_\_ 7. Coordinate specific programs and / or any combination of the following: mentally handicapped, hospital / homebound, occupational / physical therapy, vocational education for the preparation and monitoring of students with disabilities, specific learning disabilities, gifted, emotionally handicapped, visually impaired, hearing impaired, and physically impaired.
- \_\_\_\_\_ 8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations.
- \_\_\_\_\_ 9. Assist schools with annual review procedures.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 10. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- \_\_\_\_\_ 11. Interpret test results for teachers, parents and other educational personnel.
- \_\_\_\_\_ 12. Interpret test results for teachers, parents and other educational personnel.
- \_\_\_\_\_ 13. Assess student achievement by monitoring test scores, behavior patterns and observations.
- \_\_\_\_\_ 14. Monitor and assess mainstreaming effectiveness.
- \_\_\_\_\_ 15. Assist in the development of program evaluation instruments.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 16. Provide assistance to new teachers in organizing for instruction.
- \_\_\_\_\_ 17. Monitor educational programming for exceptional students.
- \_\_\_\_\_ 18. Assist ESE personnel in selecting and developing curriculum guides and materials.
- \_\_\_\_\_ 19. Provide sources and assist in procuring, distributing and evaluating specialized materials.
- \_\_\_\_\_ 20. Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Educational Plans, annual reviews and dismissals.

**5. COLLABORATION**

- \_\_\_\_\_ 21. Serve as the Exceptional Education representative on committees.
- \_\_\_\_\_ 22. Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.

**PROGRAMMER SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)**

- \_\_\_\_\_ 23. Act as liaison between programs and principals.
- \_\_\_\_\_ 24. Serve as contact person for assigned program areas.

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 25. Participate in county-wide inservice.
- \_\_\_\_\_ 26. Provide training for ESE and regular education teachers, paraprofessionals and other school personnel.
- \_\_\_\_\_ 27. Attend state meetings as resources are available and share information with peers, teachers and staff.

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 28. Maintain an objective position as child’s advocate.
- \_\_\_\_\_ 29. Document recommendations, implementation and test results.
- \_\_\_\_\_ 30. Submit accurate reports in a timely manner and maintain all appropriate records.
- \_\_\_\_\_ 31. Maintain confidentiality of student records.
- \_\_\_\_\_ 32. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- \_\_\_\_\_ 33. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT**

**INDICATORS**

- \_\_\_\_\_ 34. Ensure that student achievement is continuous and appropriate for materials and age group. Indicators may include: placement, case history and follow-up reports, standardized tests, documented parent participation, analysis reports, student study team reports and student academic and / or discipline records.
- \_\_\_\_\_ 35. Ensure that ESE students are placed in the least restrictive environment.
- \_\_\_\_\_ 36. \_\_\_\_\_
- \_\_\_\_\_ 37. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 36. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 37. The accurate and timely filing of all school reports
- \_\_\_\_\_ 38. The completion of required professional development services.
- \_\_\_\_\_ 39. The analyzing and reporting of the results of the School Improvement Teams’ efforts on student performance.
- \_\_\_\_\_ 40. Assist in establishing and maintaining a positive collaborative relationship with the students’ families to increase student achievement.

PROGRAMMER SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

---

---

DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

\_\_\_\_\_(Date)  
\_\_\_\_\_(Date)  
\_\_\_\_\_(Date)

Informal Observations

\_\_\_\_\_(Date)  
\_\_\_\_\_(Date)  
\_\_\_\_\_(Date)

\_\_\_\_\_(Signature of Evaluator / Date)