

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

COORDINATING SPECIALIST, EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and policies governing Exceptional Student Education and students with disabilities. Knowledge of testing and measurement. Skills in the interpretation of academic and intellectual examinations. Skill in communicating effectively orally and in writing. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to parents, teachers and other school personnel on exceptional student education policies, procedures, rules, regulations and laws. Ability to interact with a wide variety of persons, including students, parents, agency personnel and school personnel. Ability to maintain confidentiality.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To coordinate and facilitate Exceptional Student Education services, programs and processes for referral, eligibility, staffing, evaluation and re-evaluation of students for special programs.

SUPERVISES:

N/A

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.

Job Description Supplement No. 11

COORDINATING SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Participate in school student study team planning sessions.
- * (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 Exceptional Student Education (ESE) students that will enhance strengths in learning.

Administrative / Management

- * (5) Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- * (6) Assist in writing special program and procedures for exceptional students.
- * (7) Coordinate specific programs and / or any combination of the following: speech, language and hearing programs, pre-kindergarten handicapped programs, multi-district programs for hearing impaired and physically handicapped.
- * (8) Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations.
- * (9) Use appropriate technology to enhance record keeping and quick retrieval of student information.

Assessment / Evaluation

- * (10) Assist schools with annual review procedures.
- * (11) Interpret test results for teachers, parents and other educational personnel.
- * (12) Assess student achievement by monitoring test scores, behavior patterns and observations.
- * (13) Monitor and assess mainstreaming effectiveness.

Intervention / Direct Services

- * (14) Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Education Plans (IEPs), annual reviews and dismissals.
- * (15) Assist schools with scheduling and data entry of exceptional students.
- * (16) Assist with referrals from private schools and other agencies.
- * (17) Interpret and explain psycho-educational evaluations.
- * (18) Facilitate ESE programs and paperwork at schools.
- * (19) Provide technical support for teachers and other school personnel working with ESE students.

Collaboration

- * (20) Serve as resource person to parents, school personnel and agencies.
- * (21) Mediate between school and parents.
- * (22) Facilitate meetings with school student study teams.
- * (23) Provide consultation and diagnostics at alternative sites as needed.
- * (24) Serve as ESE representative on committees.
- * (25) Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.
- * (26) Serve as contact person for assigned program areas.

Staff Development

- * (27) Participate in county-wide inservice.
- * (28) Assist in providing training for ESE and regular education teachers, paraprofessionals and other school personnel.
- * (29) Attend state meetings as resources are available and share information with peers, teachers and staff.

Professional Responsibilities

- * (30) Maintain an objective position as child's advocate.
- * (31) Document recommendations, implementation and test results.
- * (32) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (33) Maintain confidentiality of student records.

COORDINATING SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

- *(34) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- (35) Perform other duties as assigned.

Student Growth / Achievement

- *(36) 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.
- *(37) Ensure that ESE students are placed in the least restrictive environment.

*Essential Performance Responsibilities