

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
JOB PLACEMENT SPECIALIST

1. PLANNING / PREPARATION

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

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 handicapped, specific learning disabilities, gifted, emotionally handicapped, severely emotionally disturbed and visually impaired as it is related to transition services.
- _____ 8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations dealing with transition.
- _____ 9. Assist in supervising Job Coach.

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. Monitor and assess mainstreaming effectiveness.
- _____ 12. Assist in the development of program evaluation instruments use in the vocational areas for ESE students.

4. INTERVENTION / DIRECT SERVICES

- _____ 13. Assist ESE personnel in selecting and developing curriculum guides and materials use in vocational and ESE programs.
- _____ 14. Provide sources and assist in procuring, distributing, and evaluating specialized materials for Community Based Instruction and Transition program.
- _____ 15. Serve as the District's local education agency representative for eligibility staffing, placements, change in programs, development of individual educational plans, and reviews and dismissals.

5. COLLABORATION

- _____ 16. Serve as the Exceptional Education representative on committees.
- _____ 17. Participate in meetings to discuss law changes, unique cases and other relevant stated needs.
- _____ 18. Act as liaison between program principals and agency personnel to facilitate short- and long-range employment for students.
- _____ 19. Serve as contact person for assigned program areas.

JOB PLACEMENT SPECIALIST (Continued)

6. STAFF DEVELOPMENT

- _____ 20. Participate in county-wide training.
- _____ 21. Provide training for ESE and regular education teachers, paraprofessionals and other school personnel.
- _____ 22. Attend state meetings as resources are available and share information with peers, teachers and staff.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 23. Maintain an objective position as child's advocate.
- _____ 24. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 25. Maintain confidentiality of student records.
- _____ 26. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- _____ 27. Work on in-house grants and projects.
- _____ 28. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 29. Ensure that ESE students receive job-related skills.
 - _____ 30. Counsel handicapped and disadvantaged students prior to entering grade 9 and advise them and their parents on vocational and ESE work programs available to ESE students.
 - _____ 31. Coordinate training in career education for ESE students.
 - _____ 32. _____
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9. ASSESSMENT AND OTHER SERVICES

- _____ 33. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 34. The accurate and timely filing of all school reports
- _____ 35. The completion of required professional development services.
- _____ 36. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 37. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

JOB PLACEMENT SPECIALIST (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)