



## **JOB DESCRIPTION – Staffing Specialist Assistant**

### **JOB GOAL:**

To assist in coordinating and facilitating Exceptional Student Education and Student Services programs and processes to ensure educationally sound programs for children in the least restrictive environment.

### **QUALIFICATIONS:**

1. AA Degree is preferred.
2. Minimum of one (1) year of experience working in student services within a school setting.
3. Proficient in data collection, charting, and anecdotal notes.
4. Proficient in Microsoft Word, Excel, and other computer applications as appropriate.
5. Must provide written references upon the request of the Superintendent.

### **REPORTS TO:**

Director of ESE

### **SUPERVISES:**

N/A

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

1. Basic understanding and knowledge of use of current technology.
2. Skill in oral and written communication with students, parents, and others.
3. Ability to plan and implement activities for maximum effectiveness.
4. Ability to work effectively with peers, administrators, and others.
5. Knowledge to train employees how to bill Medicaid services properly and technology/services used in Student Services.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. As directed, assist in assurance that all due caution and procedures for due process have been afforded the parents of students as it relates to the Exceptional Student Education program.
2. Assist in the management of the program of student services and the effective and efficient delivery of services.
3. Assist in initiating new programs and participate in continuously planning for an expanded program for exceptional students.
4. Assist Director of ESE and staffing specialists in the coordination and delivery of a coordinated system of student services to meet individual school needs.
5. Assist in the coordination of transportation for Exceptional Student Education students in county and multi-district programs.
6. Assist in coordination of related service contracted personnel for the related service provided to students with disabilities. Including, but not limited to: Behavioral, Occupational, Vision, Hearing and Physical Therapy services.
7. Assist in the development, and implementation of Individual Education Plans for students with disabilities.

### Inter/Intra Agency Communication Delivery

1. Assist with maintaining a working relationship with community and governmental agencies to coordinate social, medical, health, juvenile justice and exceptional education services to students and families.
2. Assist with the coordination of appropriate Child Find, interagency and intervention services for all eligible children aged birth to five years.
3. Obtain knowledge of District rules / policies and state laws and rules pertaining to Exceptional Student Education and discipline, guidance, health services, attendance and other areas assigned.
4. Assist with maintaining a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
5. Assist with monitoring procedures for Section 504.
6. Assist with Vocational Rehabilitation.

### System Support

1. Assist in the preparation of all required reports and maintain all appropriate records.
2. Perform other incidental tasks consistent with the goals and objectives of this position.
3. Assist staffing specialist with the MTSS/ RTI process.
4. Input student information into district student data base.
5. Assist with the coordination and monitoring Medicaid Certified School Match and Fee For Service Program.

### Employee Qualities/Responsibilities

1. Maintain confidentiality regarding materials related to assignments.
2. Participate in workshops and trainings sessions, as required.
3. Assist on in-service training programs for Exceptional Student Education and Student Services personnel.
4. Promote and support the professional growth of self and others.
5. Maintain a safe and secure work area.
6. Model and maintain high ethical standards.
7. Demonstrate initiative in recognizing needs or potential for improvement and taking appropriate action.

### **OTHER DUTIES & RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

### **PHYSICAL REQUIREMENTS:**

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

### **ENVIRONMENTAL DEMANDS**

1. Possible exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet but can be noisy at times.

### **TERMS OF EMPLOYMENT:**

1. 12-month position
2. The salary and benefits shall be paid consistent with the district's approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the District's policy.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

SCHOOL BOARD APPROVED: April 12, 2022