

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### JOB PLACEMENT SPECIALIST

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Vocational Education.
- (3) Minimum of three (3) years teaching experience in Vocational and Exceptional Student Education (ESE) programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules and policies governing Exceptional Student Education and students with disabilities. Knowledge of developmental curriculum. Knowledge of current trends and research in vocational and exceptional student education, issues, curriculum and instructional techniques. Skills in communicating effectively orally and in writing. Knowledge of the ability to use student database systems. 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

<b>JOB GOAL</b>
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To assist in providing quality educational programs for students with disabilities.
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**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. 03**

**JOB PLACEMENT SPECIALIST (Continued)****PERFORMANCE RESPONSIBILITIES:****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.

**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.

**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.

**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.

**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.

**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.

**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.

**JOB PLACEMENT SPECIALIST (Continued)****Student Growth / Achievement**

- \*(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.

\*Essential Performance Responsibilities