



## **JOB DESCRIPTION – TSA : Staffing Specialist**

### **JOB GOAL:**

To coordinate/facilitate programs within Exceptional Student Education and Student Services which conducive to learning, improving student outcomes, and providing equitable opportunities for students.

### **QUALIFICATIONS:**

1. Bachelor’s Degree from an accredited institution.
2. Must hold certification in Exceptional Student Education or related field.
3. Minimum of five (5) years of successful experience in an ESE setting/position.
4. Must pass a pre-employment drug screen and submit to random drug screenings.
5. Must provide written references upon request from the Superintendent.

### **REPORTS TO:**

Director of Exceptional Student Education (ESE)

### **SUPERVISES:**

N/A

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

1. Knowledge of current trends and research in areas of exceptional student education and student services.
2. Knowledge of issues related to exceptional education curriculum and instructional techniques.
3. Knowledge of rules, regulations, statutes, policies, special programs and procedures affecting disabled individuals on a federal, state, and local level.
4. Ability to assist with district, state, and federal records reviews
5. Ability to assist with the organization, management, and coordination of operations within the ESE department.
6. Ability to access and understand litigation affecting disabled individuals.
7. Ability to use student database systems, including but not limited to, FTE reports, suspension information and student records.
8. Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education and student services policies, procedures, rules, regulations and laws.
9. Ability to organize and conduct meetings and communicate, plan, and disseminate precise information of issues related to exceptional student education and student services.
10. Ability to interpret programs and placements for parents.

## **PERFORMANCE RESPONSIBILITIES:**

### Service Delivery

1. Assure 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. Manage the program of student services and the effective and efficient delivery of services.
3. Promote procedures for referral, identification, and placement or transfer of exceptional students.
4. Schedules and conducts change of placement for students with disability, eligibility staffing, and individual IEP meetings.
5. Plan with principals, guidance counselors, and ESE school staff in providing appropriate programs and related services for exceptional students.
6. Assist principals, guidance counselors, and ESE school staff in the development and delivery of a coordinated system of student services to meet individual school needs.
7. Supervise the coordination of transportation for Exceptional Student Education students in county and multi-district programs.
8. Monitor the articulation of Exceptional Student Education programs.
9. Schedule and conduct change of placement meetings for students with a disability, eligibility staffing, and individuals IEP meetings.

### Inter/Intra-agency Communication and Delivery

10. Serve as liaison with the Florida Department of Education in matters related to Exceptional Student Education and Student Services.
11. Collaborate with various health agencies in the community, both public and private, in implementing the health services offered to students in the public schools.
12. Coordinate and interpret District rules / policies and state laws and rules pertaining to Exceptional Student Education and discipline, guidance, health services, attendance and other areas assigned.
13. Serve as a resource person to interpret Exceptional Student Education and Student Services programs to school personnel and the community.
14. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
15. Develop, implement, and assist in monitoring procedures for Section 504.

### System Support

16. Assist in projecting FTE and personnel needs for Exceptional Student Education and Student Services programs.
17. Provide input in the planning, modification and construction of educational facilities.
18. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
19. Assist in the recruitment and recommendation of Exceptional Student Education personnel and assess the need for additional personnel.
20. Keep the Director of Exceptional Student Education informed about potential issues/opportunities.
21. Perform other incidental tasks consistent with the goals and objectives of this position.

### Employee Qualities/Responsibilities

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

**Other Duties and 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. Salary and benefits shall be consistent with the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.
2. Length of the work year and hours of employment shall be those established by the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

**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. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

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

\_\_\_\_\_  
**Employee’s Signature**

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

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

\_\_\_\_\_  
**Supervisor’s Signature**

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

SCHOOL BOARD APPROVED: