



JOB TITLE	DEPARTMENT	REPORTS TO
Exceptional Student Education Specialist/School Based	School Based	Principal

Position No: 52090	Length of Work Year: 10 or 11 Months
Salary Schedule: IN10, IN11	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 3/22/11

JOB GOAL
To serve as a liaison between exceptional and general education to ensure both program compliance with federal, state, and local regulations and school board policies and the appropriate provision of school-based services for Exceptional Education Students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher, masters preferred. 2. Valid Florida teaching certificate with minimum of one area of ESE certification. 3. Minimum of three (3) years classroom teaching experience. 4. Ability to perform the functions of the position. 5. Demonstrated knowledge of special education theory and practice as well as special education procedures and compliance issues. 6. Ability to communicate effectively, both orally and in writing and to work with diverse groups of individuals. 7. Demonstrated ability to work with diverse groups and individuals. 8. Knowledge of current technologies and software applications appropriate to the position's responsibilities. 9. Good moral character.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To serve as consultant and resource to staff, parents and students regarding all aspects of services (medical, social, and educational) available to students with exceptionalities. 2. To serve as the Local Education Agency Representative for the public school. 3. To monitor all required data for compliance with the FTE requirements for exceptional education students. 4. To assist in the development of Individual Education Plan and Education Plans for exceptional student education. 5. To assist in scheduling of Exceptional Education Students. 6. Inform stakeholders of services available to meet the educational, behavioral, and mental health needs of Exceptional Education students. 7. Assist the Principal, Director of ESE and District ESE Specialist in the oversight of ESE programs. 8. Assist in the selection, development, modification or adaptation of materials and/or resources which support the learning objectives and address the varying learning styles, backgrounds and individual needs of students with disabilities and students in gifted education. 9. To perform assigned tasks in a timely and efficient manner and with a high standard of quality in order to meet local, state, and federal timelines. 10. To attend monthly district meetings for ESE School Based Specialists. 11. To attend appropriate conferences, seminars and workshops.

12. To plan and prepare strategies which support school improvement plans and the district mission for the education of all children.
13. To communicate with parents of Exceptional Education Students regarding the continuum of services and appropriate delivery models for IEP/EP driven services.
14. To assist in the development and implementation of appropriate behavioral and classroom management systems in conjunction with school wide positive behavioral approaches.
15. To assist school personnel in the implementation of Best Practices for Inclusive Education for Exceptional Students.
16. To conduct monthly meetings with school level ESE staff to gather and analyze performance data for Exceptional Student Education students.
17. To perform such other tasks and assume such other responsibilities as the Principal may assign.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.