



JOB TITLE	DEPARTMENT	REPORTS TO
ESE Program Specialist	Student Services	Director of ESE

Position No: 63101	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 8/10/99

JOB GOAL
To serve as a liaison between special and regular educators and to insure program compliance with federal and state regulations.

MINIMUM QUALIFICATIONS

1. Masters Degree preferred
2. Certification in Exceptional Student Education
3. A minimum of three (3) years Teaching Experience
4. Ability to perform the functions on the position.

DUTIES AND RESPONSIBILITIES

1. To serve as liaison between regular and special educators in the school district.
2. To assist in the interpretation of school and district programs, policies and procedures to students, parents, staff and community.
3. To assist in meeting IDEA requirements.
4. To coordinate efforts to comply with due process and procedural safeguards.
5. To provide training in curriculum/instruction development, Federal/State mandated compliance regulations and behavior management for students, parents, staff and community.
6. To provide technical support for students, parents, staff and community.
7. To manage and disseminate district-wide information related to specialized ESE programs.
8. To review and monitor individual education plans (IEP's) for content and compliance with the pupil progression plan and federal and state mandated regulations.
9. To assist in development of Individual Education Programs.
10. To assist teachers in:
 - a) developing and writing Individual Education Programs
 - b) teaching skills written in the Individual Education Programs
 - c) Behavior control
11. To adapt, develop and implement appropriate curricula for ESE programs in accordance with the Course Code Directory, curriculum frameworks, minimum student performance standards and School Board policies and procedures.
12. To serve as liaison between ESE instructional personnel and program consultants in the Department of Education.
13. To attend appropriate conferences, seminars and workshops.
14. To coordinate inservice for ESE with FDLRS, Teacher Education Center and others.
15. To serve as a contact person/liason between school and ESE office.
16. To assist in recruiting, interviewing and recommending personnel for hiring.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.
19. To perform such other tasks and assume such other responsibilities as the Director of ESE or his/her designee may assign.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.