

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

COORDINATOR, STUDENT SERVICES and EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or Guidance
- (3) Five (5) years successful experience in education, including at least three (3) years teaching ESE.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, State, or local level. Access to and understanding of litigation affecting disabled individuals. Knowledge of and ability to use student database systems, including but not limited to, F.T.E. reports, suspension information, and student records. Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional student education policies, procedures, rules, regulations, and laws. Knowledge of school law, Department of Education rules, Florida health laws, Health and Rehabilitative Services (HRS) regulations, and School Board rules and guidelines. Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan and disseminate precise information and interpretations of technical issues related to exceptional student education and student services.

REPORTS TO:

Director of Elementary and Secondary Education

JOB GOAL

To provide leadership in the planning, development, implementation, and evaluation of exceptional student education and student services programs and services designed to best meet the needs of students throughout the District.

SUPERVISES:

Program Specialist for Special Programs
Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and coordinate the planning, implementation, and evaluation of exceptional student education programs.
- * (2) Prepare, implement, and coordinate ESE projects and grants.

COORDINATOR, STUDENT SERVICES and EXCEPTIONAL STUDENT EDUCATION (Continued)

- * (3) Supervise the development and implementation of a student services plan to ensure effective and efficient delivery of guidance services, psychological services, visiting teacher and social work services, occupational and placement services, health services, follow-up services, student records services, and attendance services.
- * (4) Provide leadership and direction for the planning, implementation, evaluation, and reporting of student services grants and projects.
- * (5) Develop and administer cooperative agreements and contracts with other School Districts, government and community agencies and private schools.
- * (6) Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- * (7) Implement and monitor procedures for placement, transfer, and program completion for students in exceptional student education programs.
- * (8) Implement and monitor the development and utilization of individual educational plans for students in exceptional student education programs.
- * (9) Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- *(10) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (11) Develop and recommend the annual District plan for exceptional student education.
- (12) Direct and coordinate program planning to involve District and school personnel. Community representatives, and students when appropriate.
- (13) Recommend the establishment or elimination of special classes, programs, and services.
- (14) Assist in projecting FTE and personnel needs for exceptional student education and student services program.
- (15) Assist in the coordination of transportation and services for exceptional student education and student services programs.
- (16) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- (17) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies, and equipment for exceptional student education programs.
- (18) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (19) Assist in maintaining appropriate coordination between exceptional student education programs, student services programs, and other programs.
- (20) Monitor the articulation of exceptional student education programs.
- (21) Coordinate activities involving the Florida Diagnostic and Learning Resources System.
- (22) Provide input in the planning, modification, and construction of educational facilities.
- (23) Establish and maintain a close working relationship with community and governmental agencies to coordinate social, medical, health, juvenile justice, and exceptional education services to students and families.
- (24) Serve as liaison and resource person for out-of-District students.
- (25) Keep informed concerning current trends in education.
- (26) Assist principals, as needed, in the recruitment, selection, placement, and appraisal of exceptional student education and student services personnel.

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- (27) Assist in the development of administrative guidelines for exceptional student education and student services.
- (28) Assist in the development of policies for exceptional student education and student services.
- (29) Assist in the development, implementation, and evaluation of staff development activities.
- (30) Promote community involvement in exceptional student education programs and activities.
- *(31) Prepare all required reports and maintain all appropriate records.
- (32) Assist in the preparation of the division / department budget.
- (33) Serve as District Equity Coordinator.
- (34) Coordinate the District's Pre-K Early Intervention Program.
- *(35) Coordinate all District and State testing programs for students in the District.
- (34) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 4