

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

STAFFING SPECIALIST

QUALIFICATIONS:

- (1) Florida Certification in any area of Exceptional Student Education, Guidance & Counseling or School Psychology.
- (2) A minimum of four years teaching experience in Exceptional Student Education, or two years teaching experience and two years as a school counselor or school psychologist.
- (3) Masters degree in related field highly preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local regulations which govern services to exceptional students; knowledge of current trends, best practices and research in exceptional student education, curriculum and instructional strategy; ability to facilitate team decision making process; good organizational, written and verbal communication skills. Provides support for objectives and tasks related to increasing student achievement.

REPORTS TO:

Director of Exceptional Student Education or Principal

JOB GOAL

To coordinate the process and procedures in the evaluation, eligibility and placement of exceptional education students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Facilitate educational planning conferences and staffings as the designee for the Director of Exceptional Education. Serves as the local education agency (LEA) representative for the determination of eligibility for special education and related services.
- * (2) Assist the Student Study Team (SST) chairpersons and other school personnel in the completion of all forms required in the determination of eligibility for Exceptional Education placement, according to district procedures.
- * (3) Confer with school administrators and instructional personnel regarding Exceptional Education policies and procedures.
- * (4) Monitor membership of students in Exceptional Education classes and assist records information personnel with student data input.
- (5) Assist school personnel in the maintenance of Exceptional Education student records and the preparation of records for audit.
- * (6) Monitor school personnel in maintaining accurate schedule/code documentation for the collection of FTE. Assist school personnel, as appropriate, in scheduling exceptional students for courses.
- (7) Assist in the planning and implementation of in service components.

STAFFING SPECIALIST (Continued)

- * (8) Serve as liaison between parents and school personnel for interpretation of district, state and federal guidelines.
- (9) Attend training activities as appropriate for professional growth and development.
- *(10) Stay abreast of eligibility criteria, placement and program options, and community resources available for disabled students.
- *(11) Assist the Director of Exceptional Student Education in the development of curriculum guides and resource materials, developing district policies, procedures, rules; Assist in the evaluation of equipment and program needs.
- (12) Complete time and effort logs.
- (13) Perform other incidental tasks 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

Salary Lane: Instructional IC8