

# SCHOOL DISTRICT OF WAKULLA COUNTY

## STAFFING SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution or three (3) years' experience with policies/procedures relating to IDEA programming and compliance.
- (2) Valid Florida certification in an exceptional student education (ESE) area.
- (3) Three (3) years successful ESE experience in education including a minimum of one (1) year experience related to exceptional student education issues.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and policies governing Exceptional Student Education (ESE) and students with disabilities. Knowledge of testing and measurement. Skill in the interpretation of academic and intellectual examinations. Skill in communicating effectively orally and in writing. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to parents, teachers and other school personnel on exceptional student education policies, procedures, rules, regulations and laws. Ability to interact with a wide variety of persons, including students, parents, agency personnel and school personnel. Ability to maintain confidentiality.

#### REPORTS TO:

Executive Director of Student Services and Exceptional Student Services

#### JOB GOAL

To facilitate Exceptional Student Education services, programs and processes for referral, eligibility, staffing, evaluation and re-evaluation of students for special programs.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Make short- and long-term plans, making schools aware of schedule.
- \*(2) Assist with the problem solving process and plan accommodations to meet student needs
- \*(3) Use data to assist in planning strategies for ESE students that will enhance student growth.

##### Classroom Management

- \*(4) Assist schools with scheduling and data entry of exceptional students.

## STAFFING SPECIALIST (Continued)

- \* (5) Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- \* (6) Assist in writing special programs and procedures for exceptional students.
- \* (7) Monitor the operation of ESE programs and review data in the assigned schools to ensure compliance with federal, state and county laws and regulations.
- \* (8) Use appropriate technology to enhance record keeping and quick retrieval of student information.

### Assessment/Evaluation

- \* (9) Assist schools with annual review procedures.
- \* (10) Interpret test results for teachers, parents and other educational personnel.
- \* (11) Assess student achievement by monitoring test scores, behavior patterns and observations.
- \* (12) Monitor and assess student data to ensure placement in Least Restrictive Environment.

### Student Instructional Engagement

- \* (13) Serve as the district's Local Education Agency (LEA) representative for eligibility staffings, placements, change in programs, development of Individual Education Plans (IEPs), annual reviews and dismissals.
- \* (14) Assist with referrals from private schools, charter schools and other agencies.
- \* (15) Interpret and explain psycho-educational evaluations.
- \* (16) Facilitate ESE programs and monitor paperwork at assigned schools.
- \* (17) Provide technical support for teachers and other school personnel working with ESE students.
- \* (18) Provide input regarding services, supports, assistive technology and accommodations appropriate for student growth.

### Technology

- \* (19) Use technology resources effectively.
- \* (20) Use technology to establish an atmosphere of active learning.
- \* (21) Provide students with opportunities to use technology to gather and share information with others.
- \* (22) Facilitate student access to the use of electronic resources.
- \* (23) Explore and evaluate new technologies and their educational impact.
- \* (24) Use technology to review student assessment data.
- \* (25) Use technology for administrative tasks.

### Collaboration

- \* (26) Participate in school instructional support team planning sessions and assist in analyzing progress monitoring data.
- \* (27) Serve as resource person to parents, school personnel and agencies.
- \* (28) Facilitate and foster communication between school and parents.
- \* (29) Facilitate meetings with school child study teams.
- \* (30) Provide consultation and diagnostics at alternative sites as needed.
- \* (31) Serve as ESE representative on committees.
- \* (32) Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.
- \* (33) Serve as contact person for assigned program areas.

**STAFFING SPECIALIST (Continued)**

- \*(34) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

**Professional Learning**

- \*(35) Participate in district inservice.
- \*(36) Assist in providing training/staff development for ESE and regular education teachers, paraprofessionals and other school personnel.
- \*(37) Attend state meetings as resources are available and share information with peers, teachers and staff.

**Professional Responsibilities**

- \*(38) Maintain an objective position as child's advocate.
- \*(39) Submit accurate reports in a timely manner and maintain all appropriate records.
- \*(40) Maintain confidentiality of student records.
- \*(41) Maintain effective interpersonal relationships and communication with students, parents, school personnel and the community.
- (44) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(45) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

\*Essential Performance Responsibilities

**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.

Job Description Supplement No. 03

**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.