

# SCHOOL DISTRICT OF DESOTO COUNTY

## STAFFING SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution. Master's degree preferred.
- (2) Valid Florida Certification in an exceptional student education (ESE) area.
- (3) Three (3) – Five (5) years teaching experience in a related field.
- (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. Knowledge of procedural safeguards for students with disabilities, students who are gifted, and students with disabilities enrolled in private schools by their parents. Knowledge of discipline for students with disabilities. Knowledge of current educational research. Skill in the interpretation of academic and intellectual examinations. Ability to communicate 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:

Director of Exceptional Student Education

#### 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 preparation of alternative learning activities for special needs.
- \* (3) Provide assistance to school teams in planning and implementing inclusive practices.
- \* (4) Use test results to assist in planning strategies for ESE students that will enhance strengths in learning.

##### Administrative/ Management

- \* (5) Assist Schools with scheduling and data entry of exceptional students.
- \* (6) Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- \* (7) Assist in writing special programs and procedures for exceptional students

## STAFFING SPECIALIST (Continued)

- \*(8) Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations
- \*(9) Use appropriate technology to enhance record keeping and quick retrieval of student information
- \*(10) Maintain and update ESE student files, at schools and county office level.
- \*(11) Review and prepare records for state and federal audits.

### Assessment/Evaluation

- \*(12) Assist schools with annual review procedures.
- \*(13) Interpret test results for teachers, parents and other educational personnel.
- \*(14) Assess student achievement by monitoring test scores, behavior patterns and observations.
- \*(15) Monitor and assess mainstreaming effectiveness.

### Intervention/Direct Services

- \*(16) Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Education Plans (IEPs), annual reviews and dismissals.
- \*(17) Hold reevaluation committee and eligibility meetings and/or IEP meetings.
- \*(18) Assist in the development Family Support Plans for student with disabilities.
- \*(19) Coordinate/maintain current records for out-of-school suspensions for ESE students
- \*(20) Assist with referrals from private schools and other agencies.
- \*(21) Interpret and explain psycho-educational evaluations.
- \*(22) Facilitate ESE programs and paperwork at schools.
- \*(23) Provide technical support for teachers and other school personnel working with ESE students.
- \*(24) Ensure that ESE students are placed in the least restrictive environment.

### Technology

- \*(25) Use technology resources effectively.
- \*(26) Use technology to establish an atmosphere of active learning.
- \*(27) Provide students with opportunities to use technology to gather and share information with others.
- \*(28) Facilitate student access to the use of electronic resources.
- \*(29) Explore and evaluate new technologies and their educational impact.
- \*(30) Use technology to review student assessment data.
- \*(31) Use technology for administrative tasks.

### Collaboration

- \*(32) Participate in school child education team planning sessions.
- \*(33) Coordinate/hold manifestation meetings, when necessary, for ESE students.
- \*(34) Assist school administrators/ESE teachers with ESE procedures, forms, testing, and in-service activities and serve as a resource person.
- \*(35) Coordinate the collection of pre-evaluation information from home and school for FDLRS/USF diagnostic evaluations; attend findings meetings, as appropriate; share and distribute information and reports.
- \*(36) Hold conferences with parents, regular education teachers, and ESE teachers.
- \*(37) Attend meeting with Children and Family Services and other agencies.
- \*(38) Serve as resource person to parents, school personnel and agencies.
- \*(39) Mediate between school and parents.
- \*(40) Facilitate meetings with school child education teams.

## STAFFING SPECIALIST (Continued)

- \*(41) Provide consultation and diagnostics at alternative sites as needed.
- \*(42) Serve as ESE representative on committees.
- \*(43) Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.
- \*(44) Serve as contact person for assigned program areas.

### Staff Development

- \*(45) Establish and implement an individual Professional Development Plan annually in accordance with State and district requirements.
- \*(46) Participate in county-wide in-service.
- \*(47) Assist in providing training for ESE and regular education teachers, paraprofessionals and other school personnel.
- \*(48) Attend state meetings as resources are available and share information with peers, teachers and staff.
- \*(49) Participate in data collection of teacher input on administrator's performances assessment program.

### Professional Responsibilities

- \*(50) Act in professional and ethical manner and adhere at all time to the Code of Ethics of the Education Profession in Florida and Principals of Professional conduct for the Education Profession in Florida.
- \*(51) Maintain an objective position as child's advocate.
- \*(52) Document recommendations implementation and test results.
- \*(53) Submit accurate reports in a timely manner and maintain all appropriate records.
- \*(54) Maintain confidentiality of student records.
- \*(55) Maintain effective interpersonal relationships and communication with students, parents, school personnel and the community.

### Student Growth and Achievement

- \*(56) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(57) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \*(58) Perform other incidental tasks consistent with the goals and objectives of this position.

\*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.

### 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.

### COMPENSATION:

Compensation for this position is Pay Lane ES

**STAFFING SPECIALIST (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.