

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**STAFFING/ EVALUATION SPECIALIST**

**QUALIFICATIONS:**

1. Minimum of a Bachelor's Degree
2. Experience in individualized evaluation and/or exceptional student education is preferred
3. Minimum of two years teaching experience is desirable

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of evaluation instruments and methods. Ability to communicate effectively with parents, students, and school personnel. Knowledge of special education services, general curriculum, as well as federal, state, and county guidelines as they relate to implementation of IDEA. Ability to function as a member of the educational team and strong desire to work with children and their families. Must be able to travel to various schools.

**REPORTS TO:**

Director, Exceptional Student Education

**JOB GOAL:**

To provide academic and other evaluations for exceptional educational students referred for testing and to assist the Director in conducting eligibility, I.E.P. and placement staffings.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Provide educational, behavioral and processing evaluations; written reports for E.S.E students referred for re-evaluation.
2. Coordinate and facilitate exceptional program staffings which includes eligibility. Individual educational plan, dismissal and articulation meetings.
3. Assist in recommending equipment and materials for use in all E.S.E. programs.
4. Assist in the development of curriculum and resource materials in all E.S.E. program areas.
5. Coordinate meetings to ensure that parents become more involved in the staffing and I.E.P. process.
6. Prepare materials and forms necessary to complete staffings.
7. 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.

STAFFING/EVALUATION SPECIALIST(Continued)

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the Districts 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 are italicized

Job Description Supplement Code 3

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