

# SCHOOL BOARD OF BRADFORD COUNTY, FLORIDA

## COORDINATOR-- EXCEPTIONAL STUDENT EDUCATION/STUDENT SERVICES

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree from an approved accredited educational institution in educational leadership, ESE, School Counseling, School Psychology, or related field.
- (2) Minimum three (3) years successful teaching and/or leadership experience, including at least two (2) years of classroom teaching experience in the area of Exceptional Student Education (ESE), preferred.
- (3) FLDOE certification in ESE or educational leadership or related field, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends and best practices in Multi-tiered System of Supports and Exceptional Student Education. Knowledge of applicable laws, rules and policies. Knowledge of assigned program area. Ability to communicate effectively orally and in writing. Knowledge of research, current trends, and best practices related to student support services. Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge of school and community resources available for students and parent/guardians. Ability to assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to exercise sound judgment in handling problem situations with competence in human and interpersonal relations skills.

#### REPORTS TO:

Director, Exceptional Student Education/Student Support Services

#### JOB GOAL

To implement curriculum and programs in Student Services and Exceptional Student Education and provide leadership in planning, development, and implementation of comprehensive support services for students and families dealing with a wide range of social, emotional, behavioral, learning and/or health issues impacting student achievement.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide in-service and implement curriculum and appropriate student programs for General Education and ESE Administrators, teachers, students and parents.
- \* (2) Conduct and/or assist with school level evaluation in ESE programs.
- \* (3) Provide technical assistance for local, state and Federal law requirements and best practices.
- \* (4) Address parental concerns and provides assistance in problem resolution as requested by parents or school personnel.
- \* (5) Provide leadership to ESE teachers through meetings, individual support and/or direct classroom modeling to assist in program delivery to students.
- \* (6) Provide assistance in the development, adoption and selection of modified curriculum and program delivery model-all levels.
- \* (7) Investigate complaints related to school counseling services, health, discipline, or student support services

## COORDINATOR-- EXCEPTIONAL STUDENT EDUCATION/STUDENT SERVICES

- \* (8) Provide assistance in the implementation of the IDEA Grant.
- \* (9) Assist with curriculum development, positive behavior support, functional assessment and language devices (low/high tech) for students with intense needs.
- \* (10) Serve as resource to administrators, teachers, students and parents on Alternative Assessment and Special Diploma concerns.
- \* (11) Assist with provision of related services such as OT, PT, transportation, and other services.
- \* (12) Serve on the Threat Assessment Team.
- \* (13) Represent ESE at any state, local or school board advisory meetings as directed by ESE Director.
- \* (14) Assist teachers in developing Individualized Educational Program (IEP's).
- \* (15) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (16) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \* (17) Work with assistant principals, deans, behavioral resource teachers, and other support staff to provide support services to identified students.
- \* (18) Keep informed and disseminate information about current research, trends, best practices in areas of responsibility.
- \* (19) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (20) Monitor the effectiveness of school-based student services programs as it relates to the area of student wellness and support services
- \* (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (22) Be knowledgeable of and adhere to Board policies.
- \* (23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (24) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (25) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (26) Monitor district compliance with applicable codes, rules and statutes.
- \* (27) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \* (29) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (30) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (31) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (32) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (33) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \* (34) Respond to inquiries and concerns in a timely manner.
- \* (35) Model and maintain high ethical standards.
- \* (36) Adhere to applicable safety standards.
- \* (37) Follow attendance, punctuality and proper dress rules.

## **COORDINATOR-- EXCEPTIONAL STUDENT EDUCATION/STUDENT SERVICES**

- \* (38) Maintain confidentiality regarding school/workplace matters.
- \* (39) Serve on district, state or community councils or committees as assigned or appropriate.
- (40) Perform other duties as assigned.

*\*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 Board's approved salary schedule.  
Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

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

**JOB SUPPLEMENT CODE: 03**

**FLSA: Exempt**

**SALARY SCHEDULE: Administration**

Board Approved: 05/13/2024