

SCHOOL DISTRICT OF BAKER COUNTY
JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION LEAD TEACHER

QUALIFICATIONS:

- (1) Master's degree in Exceptional Education
- (2) Teaching experience in one or more areas of Exceptional Student Education

KNOWLEDGE, SKILLS AND ABILITIES:

Detailed knowledge of evaluation procedures, policies, laws, and regulations related to the student staffing process. Excellent written and oral communication skills. Ability to coordinate personnel.

REPORTS TO:

Director, Student Services and Exceptional Student Education

JOB GOAL

To monitor special programs and procedures for Exceptional Student Education Students. To serve as the designee for the Exceptional Student Education and Student Services Director.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in the collection, analysis and reports of data including matrices, FTE, and various other district, state, and federal reports.
- (2) Assist in the implementation of new/revised delivery options for ESE students.
- (3) Assist in the development and implementation of program evaluation activities.
- (4) Assist in the development and implementation of transition cooperative agreements and services for students with disabilities.
- *(5) Assist in the adaptation and development of curriculum for ESE.
- *(6) Assist in the provision of staff development and consultation to school staff to promote integration of ESE students in the general curriculum, including but not limited to: testing and program modifications; use of supplemental aides and services, instructional materials, etc.
- *(7) Assist in implementing and monitoring Extended School Year Procedures.
- *(8) Assist school staff in the implementation of discipline of ESE students including functional behavior assessment, behavior intervention plans and manifestation determinations.
- (9) Assist in the revision of various policies and procedures including but not limited to Admissions and Placement Manual, Code of Student Conduct, Student Progression Plan, and Child Study Team.
- *(10) Perform all other requirements of the job description of Staffing Specialist.
- *(11) Perform other incidental tasks consistent with the goals and objectives of this position.

25.02

EXCEPTIONAL STUDENT EDUCATION COORDINATOR (Continued)

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 8