

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

STAFFING SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Successful experience related to exceptional student education issues.
- (3) Ability to maintain confidentiality.

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. 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.

REPORTS TO:

Director, Students Services and Exceptional Student Education.

JOB GOAL

To monitor and 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:

- * (1) Monitor the operation of ESE programs in the schools to ensure compliance with federal, state, and county laws and regulations.
- * (2) Review and prepare records for state and federal audits.
- * (3) 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.
- * (4) Keep abreast of laws, rules, policies, and procedures related to Exceptional Student Education.
- (5) Provide assistance to school teams in planning and implementing inclusive practices.
- (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 and develop/update appropriate handbooks and forms.
- (8) Assist with referrals from private schools and other agencies.
- (9) Provide technical support for teachers and other school personnel working with ESE students.
- (10) Use technology resources effectively.
- (11) Explore and evaluate new technologies and their educational impact.
- (12) Participate in meetings, when necessary, for ESE students.

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- (13) Assist school administrators/ ESE teachers with ESE procedures, forms, testing, and inservice activities.
- (14) Serve as a resource person to parents, school personnel, and agencies.
- (15) Mediate between schools and parents.
- (16) Serve as ESE representative on committees.
- (17) Serve as contact person for assigned program areas and act as liaison with appropriate DOE personnel.
- (18) Establish and implement individual Professional Development Plan annually in accordance with State and District requirements.
- (19) Assist in providing training for ESE and regular education teachers, paraprofessionals and other school personnel.
- (20) Attend state meetings as resources are available and share information with peers.
- (21) Submit accurate reports in a timely manner and maintain all appropriate records.
- (22) Maintain confidentiality of student records.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- (24) Assist in implementing the District's goals and strategic commitment.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly 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.

Job Description Supplement Code 6

*** *Essential Performance Responsibilities***