

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal, or at least one area of Exceptional Student Education.
- (3) Minimum of three (3) years experience in Exceptional Student Education.
- (4) Supervisory experience in Exceptional Student Education preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

The ability to oversee the development, implementation, and evaluation of special education programs and services for students with disabilities. This includes knowledge of inclusive curriculum, ensuring a comprehensive continuum of services that addresses academic, behavioral, and mental health needs of students with disabilities. Ensuring compliance with legal requirements and access to and understanding of litigation affecting students with disabilities. Determining professional learning needs for individual school and district staff based on the Strategic Plan and district and school outcome reports. Proficiency in managing the recruitment and development of special education personnel. Knowledge of and ability to use student database systems, including but not limited to, F.T.E. reports, suspension information, and student records. Experience in writing and managing grants both internal and external. Strong ability to organize and facilitate meetings, resolve conflicts, and effectively communicate, plan, and share accurate information and interpretations of technical issues related to Exceptional Student Education.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

The job goal is to leverage expertise in Exceptional Student Education, including laws, curriculum, instructional techniques, and database systems, to provide guidance, assist with policy development, collaborate with creating procedures aligned with best practices, conduct meetings, and communicate effectively with educators, parents, and district staff.

SUPERVISES:

Assigned personnel, as determined by the Director of Exceptional Student Education

PERFORMANCE RESPONSIBILITIES:

- (1) *Coordinate, implement, and continuously improve specialized programs that address the diverse needs of students with disabilities.
- (2) *Select, evaluate and/or develop curriculum and programming specifically designed for students with disabilities, ensuring they align with state and federal guidelines.
- (3) Assess and determine professional learning needs across the district related to special education, ensuring that all staff is trained on the latest strategies and best practices for supporting students with disabilities.

- (4) *Develop and maintain systems for monitoring compliance in the delivery of services across the continuum and adjust as needed to meet evolving student needs.
- (5) *Assist in the development and implementation of Federal and State projects applicable to Exceptional Student Education and maintain appropriate records as required by Federal and State statutes.
- (6) *Assist in the development, implementation and evaluation of standing policies and new policies and procedures related to Exceptional Student Education.
- (7) *Remain current on knowledge of and accurate application of state and federal regulations, legislation and litigation pertaining to students with disabilities.
- (8) *Organize and facilitate meetings, resolve conflicts, and effectively communicate, plan, and share accurate information and interpretations of technical issues related to exceptional student education.
- (9) Assist in the recruitment, selection, and development of special education personnel.
- (10) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (11) Maintain student database systems, records management, and completion of State and Federal reports for the district, schools, and teachers.
- (12) Assist with the coordination of programming of any data programs pertaining to Exceptional Student Education that will enhance the program or will result in a cost savings to the District.
- (13) Implement, evaluate, and maintain standard procedures for the referral and identification of exceptional students.
- (14) Assist in writing and managing grants both internal and external.
- (15) Serve as a professional resource to parents, teachers, staffing specialists, behavior specialists, school leaders and other staff.
- (16) 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 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 Job Functions

Job Description Supplement Code X

Salary Lane:-Professional Salary Matrix PAL