



ESE SPECIALIST

Discovery Department

Florida Christian School (FCS) is seeking to fill the position of ESE Specialist. This ten-month, full-time position reports directly to the Director of Discovery & Student Support. The ESE Specialist ensures compliance with IDEA requirements, supporting students with documented needs, and collaborating closely with faculty, families, and Miami-Dade County Public Schools (MDCPS). This role is focused on documentation management, monitoring accommodations, conducting assessments and interventions, providing professional development, and supporting students academically, socially, and emotionally within a Christ-centered learning environment.

KEY RESPONSIBILITIES

Compliance, Monitoring, and External Coordination

- Maintain direct and ongoing communication with Miami-Dade County Public Schools (MDCPS) regarding initial evaluations, re-evaluations, IDEA funding, orders, documentation, meetings, and any additional requirements presented.
- Schedule and attend IEP meetings with MDCPS without interruption to assigned student sessions.
- Track students with expiring evaluations and communicate with families and staff accordingly.
- Monitor ESE and monitoring students PreK–High School to ensure compliance and service delivery.
- Prepare and facilitate Coffee Chats (one per semester).

Student Services, Documentation, and Records

- Create and maintain individual student files (paper and SharePoint).
- Create and update all required Discovery documentation, including SEPs, policies, contracts, prescriptive plans, etc.
- Upload all student documentation to SharePoint and RenWeb accordingly.
- Keep digital and hard-copy files current for each assigned student, including evaluations, communication logs, and anecdotal notes.
- Process new monitoring students throughout the school year, including documentation setup and teacher/parent communication,

Assessment, Instruction, and Interventions

- Maintain records to all student documentation, keeping track of validity dates
- Review student evaluations to determine appropriate techniques, strategies, and accommodations.
- Create Search & Teach (S&T) Cluster Profiles for applicable students.
- Conduct student sessions, including Search & Teach and/or reading interventions, as assigned.
- Analyze MAPS and STAR testing data to inform individualized student sessions.
- Conduct appropriate EOY testing and prepare reports
- Administer Search & Teach SCANS and reports as needed.
- Create lesson plans and session materials as required.

Monitoring, Communication, and Collaboration

- Conduct classroom pop-in observations up to four times per year to ensure accommodations are implemented with fidelity.
- Keep track of student grades, communicating concerns to parents and teachers.
- Inform teachers of all monitoring students and conduct SEP reviews as needed.

- Provide teachers with strategies, resources, and support to effectively serve assigned students.
- Plan and attend meetings related to student monitoring and support.

Reporting and Parent Communication

- Maintain consistent parent communication
- Log all communication in RenWeb and/or designated communication logs.
- Conduct parent meetings
- Complete required reports for assigned students

Professional Responsibilities

- Proctor PSAT/SAT testing as needed.
- Initiate teacher communication with student information and update teachers on new enrollments.
- Participate in professional development for self and faculty.
- Attend required FCS events, meetings, and trainings throughout the year.
- Perform additional duties as assigned by the Director of Discovery & Student Support.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

EDUCATION AND QUALIFICATIONS

- Bachelor's degree in Special Education or a related field required; valid ESE certification or eligibility preferred.
- Strong working knowledge of IDEA procedures and requirements.
- Experience coordinating with public school districts and external agencies.
- Strong organizational, documentation, and communication skills.
- Ability to manage multiple caseloads and meet deadlines.
- Proficient in Office 365, SharePoint, RenWeb, Adobe, and educational assessment tools.
- Ability to physically move about the school building and work environment.

IDEAL PERSONAL PROFILE

- Must profess faith in Christ as Lord and Savior, fully embrace FCS's mission and vision, and demonstrate a heart for Christian education.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and written/verbal communication skills.
- Detail-oriented team player with a collaborative, solution-focused mindset.
- Reliable individual who consistently follows through on commitments.
- Servant leadership approach in supporting students, families, faculty, and administrators.
- Displays honesty, integrity, confidentiality, and advocacy for students.

BENEFITS

- Salary commensurate with experience.
- 100% tuition assistance for children of FCS employees (tax-free benefit).
- Section 125 Health Insurance Plan.
- 403(b) Retirement Plan.
- Life Insurance.
- Vacation, holidays, and PTO.

Applicants interested in applying for this position should submit their resume via email to: hr@floridachristian.org