PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8237
Pay Grade: E04

FLSA: Exempt
PTS

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION SERVICES

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in the field of Education. Florida certification in, or eligible for, Exceptional Student Education (ESE) or other related area. Demonstrated knowledge of state and federal law pertaining to exceptional student education. Three (3) years of related professional experience.

MAJOR FUNCTION

Responsible for the coordination of educational placement and appropriate services for students with disabilities, working with the Transportation and Student Assignment departments. Work is performed independently and is reviewed through observation and evaluation.

ESSENTIAL RESPONSIBILITIES

- Communicates with the Transportation and School Assignment departments, parents and school staff on issues related to eligibility, placement, services, program goals and procedural safeguards to ensure appropriate programs and services are assigned and/or provided to students with disabilities.
- Works with the Transportation and the Health Services departments to ensure safety for students accessing specialized transportation including routes and logistics.
- Coordinates with the Transportation Department and district personnel to design, deliver, and monitor professional development for school-based and district personnel, parents, and community members involved in the education of students with disabilities and transportation staff transporting and supervising students on the bus and/or vehicle with disabilities, including medically fragile students and students requiring behavior plan support.
- Coordinates with the Transportation department to develop and revise as needed procedures and processes to appropriately address the healthcare, safety and behavioral needs of students with disabilities accessing transportation, including specialized transportation.
- Regularly schedules review of data and use of data to ensure overall systematic improvement.
- Monitors unit allocation resources for ESE programs to ensure appropriate units are assigned to meet the needs of the students.
- Reviews all new out of district and state student records, including IEP's and recommendations for placement, to determine appropriate placement for students with disabilities.
- Interacts directly with families of students who attend private and or home education programs seeking Child Find, re-evaluations, and/or revision of IEP/Matrix and collaborate with private schools and community agencies involved in the education of students with disabilities.
- Communicate with families to assist with placement of students and determine any special circumstances impacting placement decisions.
- Communicates with school-based and compliance staff regarding FTE reporting for survey weeks related to transportation and monitor, audit, and analyze FTE data, and associated compliance with reporting and eligibility requirements to prepare for survey weeks.
- Stays informed on current policies and procedures on any changes impacting compliance and updates district personnel as appropriate.
- Monitors records to ensure consistent and ongoing compliance with federal, state and district mandates and participates in compliance monitoring activities as needed.
- Participates in the development of the Pinellas County ESE Manual document and communicates procedures to all school and district personnel, including Procedural Safeguards and referral, eligibility, IEP and Matrix processes.
- Facilitates Manifestation Determination meetings.
- Coordinates and facilitates dispute resolution processes including due process requests, state complaints, resolution and mediation meetings.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Assists schools with the preparation and verification of FTE membership, including appropriate program assignment and the preparation and maintenance of documentation required for FTE audits and to substantiate the FTE reported for weighted programs. • Provides policy guidance and manages processes surrounding discipline practices for students with disabilities. • Serves as Local Education Agency (LEA) representative, as required, • Participates in and coordinates ESE staff representation in District Threat Assessment meetings. • Conducts reviews of legal cases, changes to State Board Rules, Federal Regulations, policy and procedures; matters to improve district practice. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 04/23/24 PT; BOARD APPROVED: 05/14/24; REVISED ER: 04/16/25

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				