

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## RESOURCE SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree, Master's degree from an accredited educational institution in Administration and Supervision, Educational Leadership or an area of Exceptional Student Education preferred.
- (2) Valid Florida certification in an exceptional student education area.
- (3) Three (3) years successful experience in education including a minimum of one (1) year experience related to exceptional student education issues.
- (4) Satisfactory criminal background check and drug screening.
- (5) Ability to perform the essential functions of the position.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws related to exceptional student education (ESE), Multi-tiered Student Support (MTSS) and Positive Behavior Intervention Support (PBIS). Knowledge of district policies and procedures related to ESE and MTSS. Ability to plan, organize, and establish priorities. Ability to schedule and coordinate meetings. Ability to communicate effectively both orally and in writing. Ability to use a computer and software applications. Knowledge of student referral procedures for special assistance. Ability to work effectively with students, peers, administrators, community, agencies, parents and others. Ability to use student database systems. Ability to provide professional development 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. Ability to maintain confidentiality. Knowledge of the problem solving process and creating a multi-tiered system of supports. Ability to meet deadlines and complete required paperwork accurately. Ability to analyze data to evaluate the effectiveness of services provided. Knowledge of research based reading and programs and materials. Knowledge of learning styles, instructional strategies and varied teaching methods. Ability to effectively assess levels of student achievement, analyze test results and prescribe actions for improvement.

#### REPORTS TO:

Director of Exceptional Student Education

#### JOB GOAL

To facilitate and monitor the implementation of state and federal guidelines related to exceptional education students, tiered intervention supports, positive behavior interventions, and students being considered for exceptional student education services.

#### SUPERVISES:

N/A

## **PERFORMANCE RESPONSIBILITIES:**

### **Planning/Preparation**

- (1) Create or select short- and long-range plans based on district and state curriculum requirements, student profiles and instructional priorities.
- (2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- (3) Identify, select and modify evidence based research materials to meet the needs of students with varying backgrounds, learning styles and special needs.
- (4) Participate in school leadership team planning sessions.
- (5) Assist with the preparation of alternative learning activities for students with disabilities.
- (6) Communicate effectively with parents/caregivers about the programs and services, and any changes which may impact their children.

### **Service Delivery**

- (7) Implement and monitor procedures throughout the MTSS process and during the eligibility and placement process for exceptional education students.
- (8) Monitor and implement procedures for re-evaluation of exceptional students as appropriate.
- (9) Assist school based personnel in implementing appropriate procedures for exceptional education student records.
- (10) Assist school based personnel in the development and coordination of transition planning for exceptional education students.
- (11) Assist school based personnel in the direction and coordination of educational programs for students in the MTSS process and for all identified exceptional education students.
- (12) Assist in identifying students' present levels of performance with the selection of appropriate evidence based research strategies, developing intervention plans, and determining methods for progress monitoring.
- (13) Make presentations and model strategies for staff.
- (14) Communicate high learning expectations for all students.
- (15) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs which enhance the application of critical, creative and evaluative thinking capabilities.
- (16) Serve in the role of the district's local education agency representative as a member of IEP teams.
- (17) Assist schools with scheduling students with disabilities and data entry.
- (18) Assist with scheduling articulation meetings for ESE students moving from one organizational level to another.
- (19) Provide technical support for teachers and other school personnel working with ESE students.
- (20) Ensure that audit checklists for initial placements are accurate and complete.
- (21) Assist with full time equivalent (FTE) reporting as required.
- (22) Assist school staff to coordinate services between general education teachers and ESE teachers of ESE students in the regular classroom.
- (23) Interact with parents to enhance the understanding of procedural safeguards and other requirements.

### **Inter/Intra-Agency Communication and Delivery**

- (24) Work closely with the transportation department regarding transporting exceptional students.
- (25) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- (26) Respond to inquiries and concerns in a timely manner.

- (27) Keep supervisor informed of potential problems or unusual events.
- (28) Serve on district, state or community councils or committees as assigned or appropriate.
- (29) Provide oversight and direction for cooperative planning with other agencies.
- (30) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- (31) Work closely with district and school staff to support school improvement initiatives and processes.

### **Administrative/Management**

- (32) ESE matters at the school level.
- (33) Enforce school rules, administrative regulations and Board policies.
- (34) Establish and maintain effective and efficient record keeping procedures.
- (35) Assist the school in the compilation of data to identify appropriate strategies and evaluate program/intervention effectiveness.
- (36) Use appropriate technology to enhance record keeping and quick retrieval of student information.

### **Professional Growth and Improvement**

- (37) Maintain a network of peer contacts through professional organizations.
- (38) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- (39) Maintain expertise in assigned areas to fulfill project goals and objectives.
- (40) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- (41) Participate in state training programs and courses to increase the level of department services.
- (42) Maintain confidentiality of student and other professional information.
- (43) Engage in a continuing improvement of professional skills and knowledge.
- (44) Assist in the development of policies and procedures for department services.
- (45) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- (46) Represent the district in a positive and professional manner.
- (47) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- (48) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- (49) Conduct periodic studies for the purpose of improving the delivery of department services.

### **Leadership and Strategic Orientation**

- (50) Provide leadership and direction for assigned areas of responsibility.
- (51) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- (52) Set high standards and expectations and promote professional growth for self and others.
- (53) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, delivery of services and evaluation of services provided.
- (54) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- (55) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (56) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (57) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- (58) Ensure adherence to good safety measures.

- (59) Coach teachers in the latest techniques for preventing and remediating academic and behavioral problems.
- (60) Model effective teaching strategies and techniques.
- (61) Keep informed and disseminate information about current research, trends and best practices.

**Professional Responsibilities**

- (62) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- (63) Demonstrate attention to punctuality and regular attendance.
- (64) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- (65) Maintain confidentiality of student and other professional information.
- (66) Comply with policies, procedures and programs.
- (67) Exercise appropriate professional judgment.
- (68) Support school improvement initiatives.
- (69) Ensure that student growth/performance is continuous and appropriate for age group and/or student program classification.
- (70) Respond to inquiries and concerns in a timely manner.
- (71) Keep supervisor informed of potential problems or unusual events.
- (72) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- (73) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (74) Ensure that ESE students are placed in the least restrictive environment. Perform other tasks or duties as assigned.
- (75) Perform other tasks consistent with the goals and objectives of this position.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**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.

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**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.

Board Approved: May 9, 2017