

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

STAFFING SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution in Administration and Supervision, Educational Leadership or an area of Exceptional Student Education.
- (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). Knowledge of district policies and procedures related to ESE. 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 locate homes and businesses to deliver services.

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 and students being considered for exceptional student education services..

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Implement and monitor procedures for eligibility and placement of exceptional education students.
- * (2) Monitor and implement procedures for re-evaluation of exceptional students as appropriate.
- * (3) Assist school based personnel in implementing appropriate procedures for exceptional education student records.
- * (4) Assist school based personnel in the development and coordination of transition planning for exceptional education students.
- * (5) Assist school based personnel in the direction and coordination of educational programs for exceptional student education.

STAFFING SPECIALIST (continued)

- * (6) Document actions taken related to student referrals.
- * (7) Ensure that audit checklists for initial placements are accurate and complete.
- * (8) Assist with full time equivalent (FTE) reporting as requested.

Inter/Intra-Agency Communication and Delivery

- * (9) Coordinate and schedule placements and IEP reviews.
- * (10) Assist school staff to coordinate services between general education teachers and ESE teachers of ESE students in the regular classroom
- * (11) Interact with parents to enhance the understanding of procedural safeguards and other requirements.
- * (12) Work closely with the transportation department regarding transporting exceptional students.
- * (13) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Keep supervisor informed of potential problems or unusual events.
- * (16) Serve on district, state or community councils or committees as assigned or appropriate.
- * (17) Provide oversight and direction for cooperative planning with other agencies.
- * (18) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (19) Work closely with district and school staff to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (20) Maintain a network of peer contacts through professional organizations.
- * (21) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (24) Participate in state training programs and courses to increase the level of department services.
- * (25) Maintain confidentiality of student and other professional information.

Systemic Functions

- * (26) Represent the district in a positive and professional manner.
- * (27) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (28) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (29) Conduct periodic studies for the purpose of improving the delivery of department services.
- * (30) Assist in the development of policies and procedures for department services.

STAFFING SPECIALIST (continued)

Leadership and Strategic Orientation

- * (31) Provide leadership and direction for assigned areas of responsibility.
- * (32) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (33) Assist in implementing the district's goals and strategic commitment.
- * (34) Exercise proactive leadership in promoting the vision and mission of the district.
- * (35) Set high standards and expectations and promote professional growth for self and others.
- * (36) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (37) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- * (38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (41) Ensure adherence to good safety measures.
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: June 12, 2012