

**SCHOOL DISTRICT OF OKEECHOBEE COUNTY**  
**COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree in Educational Leadership or related field from an accredited educational institution.
- (2) Certification in Educational Leadership and in one or more areas of exceptional student education.
- (3) Seven (7) years of successful experience in education to include three (3) years teaching exceptional students and at least two (2) years in leadership roles in public education.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of innovative practices and current trends in exceptional education. Knowledge of issues related to exceptional education curriculum and instructional techniques. Knowledge of rules, regulations, statutes, policies, special programs and procedures affecting disabled individuals (IDEA, Section 504, ADA) on a federal, state and local level. Knowledge of computerized student database systems (FTE reports, suspension information and student records). Ability to provide consultation and advice to teachers, parents, and district staff on exceptional education policies and procedures, rules, regulations and laws. Ability to organize and direct meetings related to exceptional education at all levels in the district and schools; to provide conflict resolutions pertaining to critical issues at exceptional education staffings, pre-expulsion meetings and educational planning conferences. Ability to communicate, plan and disseminate precise exceptional education strategies and related information.

**REPORTS TO:**

Assistant Superintendent for Instructional Services

**JOB GOAL**

To promote success of all students and colleagues by facilitating and implementing programs and support systems which are conducive to student learning and staff professional growth.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Direct, plan, implement and evaluate all exceptional student education (ESE) programs.
- \*(2) Ensure all exceptional students receive an appropriate education and their parents/guardians have been informed of the student's recommended educational placement and of their due process rights.
- \*(3) Review the recommendations of the evaluating specialists and the staffing committee.

- \* (4) Determine student eligibility for special programs as defined in State Board of Education regulations and the Procedures of Exceptional Student Education.
- \* (5) Direct, coordinate and monitor the implementation of Section 504 of the Rehabilitation Act.
- \* (6) Coordinate the development, implementation and evaluation of exceptional student education curriculum.
- \* (7) Interface goals with the Achieving Excellence Comprehensive Plan, ESE Parent Advisory Council/School Improvement Plans and Florida Comprehensive Assessment Test (FCAT) initiatives.
- \* (8) Certify FCAT waivers for ESE.
- \* (9) Provide leadership to schools for identifying and working with district and service agency personnel to meet students' needs.
- \* (10) Analyze reviews and recommend how program delivery services will affect annual FTE projections.
- \* (11) Review and provide leadership for ESE projects and grants.
- \* (12) Develop, coordinate and implement services, including but not limited to Medicaid.
- \* (13) Serve as Exceptional Student Education Due Process Coordinator.
- \* (14) Complete all legal ESE staff work and research for litigation in due process hearings, Department of Education (DOE) and Office of Civil Rights (OCR) complaints and court proceedings.
- \* (15) Investigate/analyze parent complaints to determine appropriate action/strategies.
- \* (16) Coordinate and supervise school based contracts with community agencies providing services to students and parents.
- \* (17) Provide technical assistance with the Americans with Disabilities Act (ADA) along with its Transition Plan.
- \* (18) Supervise and direct the diagnosis of students' individual problems and psychological testing including monitoring for procedural compliance.
- \* (19) Coordinate and monitor all ESE cooperative agreements and contracts.
- \* (20) Coordinate activities with Florida Diagnostic Learning Resource Center, Center for Autism and Related Services, Florida Inclusion Network and Institute for Small and Rural Districts.
- \* (21) Recruit and assist in interviewing all exceptional student education staff.
- \* (22) Monitor data from student referral to eligibility for special programs.
- \* (23) Develop and initiate survey programs for continuous identification of exceptional children.
- \* (24) Compile, maintain and file all reports, records and other documents legally required or administratively useful as related to ESE.
- \* (25) Evaluate the curriculum of exceptional education programs in terms of individual students' needs and achievements.
- \* (26) Monitor the development of Individual Education Plans (IEPs).
- \* (27) Make recommendations on design, furnishing, equipment and location of new exceptional education facilities.
- \* (28) Develop, implement and evaluate all federal programs in the ESE program.
- \* (29) Provide parent training opportunities.
- \* (30) Oversee the implementation of the records management system for the district for ESE.
- \* (31) Oversee the records retention process in the district for ESE.

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

- \*(32) Collaborate and provide leadership as well as technical assistance for administrators and other personnel in all areas of exceptional education.
- \*(33) Keep Superintendent and Assistant Superintendent informed of issues, concerns and mandates and provide guidance and information to the School Board.
- \*(34) Coordinate program planning involving appropriate district and school level personnel, parents, agencies and community representatives.
- \*(35) Assist guidance counselors and other designated school personnel in screening, evaluating, staffing and placement procedures of all students.
- \*(36) Serve as liaison with the community, advisory and parent groups.
- \*(37) Respond to inquiries and concerns in a timely manner.
- \*(38) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(39) Provide oversight and direction for cooperative planning with other agencies.
- \*(40) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \*(41) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \*(42) Conduct ESE research on pertinent issues and inform district and school personnel of information.
- \*(43) Keep informed of legal requirements governing exceptional student education and stay current on other issues such as Family Educational Rights and Privacy Act (FERPA).
- \*(44) Maintain a network of peer contacts through professional organizations.
- \*(45) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- \*(46) Provide leadership in the development, implementation and evaluation of staff development activities for exceptional student education.
- \*(47) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \*(48) Recommend policies and procedures for ESE.
- \*(49) Develop district plan for exceptional education.
- \*(50) Schedule and prepare required contracts, projects and reports for School Board approval.
- \*(51) Review FTE information on all ESE programs.
- \*(52) Represent the district in a positive and professional manner.
- \*(53) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(54) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(55) Develop annual goals and objectives consistent with and in support of district goals and priorities.

### **Leadership and Strategic Orientation**

- \*(56) Provide leadership in establishing new programs and developing improved understanding in existing programs.
- \*(57) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(58) Assist in implementing the district's goals and strategic commitment.
- \*(59) Exercise proactive leadership in promoting the vision and mission of the district.

- \*(60) Set high standards and expectations and promote professional growth for self and others.
- \*(61) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(62) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(63) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(64) Provide information to Superintendent and Assistant Superintendent on caseloads and needs for ESE teachers and support personnel.  
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: 9/5/13