



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of Exceptional Student Education		Board Approved: April 15, 2003
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Director of ESE
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

To assist the Director of Exceptional Student Education in the organization, supervision and administration of the programs in Exceptional Student Education (ESE).

KEY RESPONSIBILITIES

- To provide leadership and assistance to building administrators in resolving issues regarding staff, parents, and/or students in the exceptional student education programs.
- To assist in obtaining appropriate documentation regarding OCR and/or DOE complaints and legal concerns.
- To assist in obtaining appropriate documentation for all legal proceedings involving exceptional education students.
- To assist in maintaining appropriate compliance with IDEA regulations for exceptional students.
- To maintain compliance of all Federal, State, and School District regulations as they pertain for exceptional students.
- To perform duties as required by the approved District's "Special Programs and procedures for Exceptional students".
- To provide consultation to the staffing committee regarding staffing and placement decisions for exceptional students.
- To monitor quality of individual education plans (IEP's) for all exceptional education students.
- To work closely with the Student Services Department in developing evaluation procedures for Exceptional Education students.
- To coordinate and provide for inservice training and professional growth for all exceptional student education staff within the District.
- To interview candidates and assist the principals in securing faculty and staff members pertaining to exceptional student education.
- To represent the District at appropriate conferences and workshops.
- To assist in the coordination of transportation services for exceptional education students.
- To increase the awareness and appropriate use of assistive technology within exceptional student education classrooms.
- To complete personnel evaluations of assigned exceptional student education staff as appropriate.
- Perform other duties as assigned by Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's Degree required. Certification in Administration/Supervision/Educational Leadership and at least one program (SLD, EH, VI, HI, MH, SPEECH, PI, GIFTED, or VE) area of exceptional student education.
<i>Work Experience:</i>	Minimum of three (3) years successful teaching and/or administrative experience in exceptional student education.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operations and results of the unit
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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.