

**School District of Santa Rosa County
Job Description**

Coordinator of Exceptional Student Education

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| Reports to: Director of Exceptional Student Education | FLSA Status: Exempt |
| Department: Exceptional Student Education | Prepared by: Human Resources |
| Date: April 24, 2018 | Job Code: 13067 |

Principal Duties and Responsibilities (Essential Functions):

- Assist in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff personnel and community
- Provides appropriate information to director, or other personnel
- Assist in the preparation of administrative reports, organization analysis and the development and administration of department budget
- Recommend and direct committees as needed or assigned
- Assist in the planning and implementation of staff development programs
- Communicate and works effectively with staff members and school personnel
- Assist the Director of Exceptional Student Education program with planning, implementation, maintenance, and procedural monitoring, which includes curriculum development and evaluation
- Oversee special education inventory of Assistive Technology equipment and materials
- Establish and organize parent engagement activities as well as identifies resources for parents of students with disabilities
- As appropriate connecting with student's outside providers, pediatricians, and therapists to support student's needs in the classroom
- Assist in the supervision and evaluation of personnel
- Provide supervision of and assistance to teachers to assure quality instruction, including the Professional Orientation Program (POP)
- Serve as member of Expulsion Review Committee, or provide designee
- Keep abreast, on a systematic basis, of new trends and publications
- Participate in appropriate activities for professional growth
- Serve on District and Community committees relating to Special Education topics as requested
- Provide own method of transportation when required to various locations

Additional Duties and Responsibilities (Section 504 Manager):

- Facilitate the implementation of the school board approved Section 504/ADA Policy
- Develop, continually revises and ensures the implementation of consistent Section 504 Procedures
- Provide ongoing training support to district staff regarding Section 504 and the implementation of the Section 504 Procedures
- Plan, conduct, facilitate and evaluate professional development for school based, district personnel and parents involved with students with 504 plan, to specific school based training with mentoring and support
- Provides short and long term planning to ensure compliance regarding eligibility and development of 504 plans for students with disabilities
- Collect and maintain all Section 504 data (504 plans, lists of eligible students, discipline records, and annual compliance obligations) for future reference
- Continually monitor the reduction of architecture barriers for individuals with disabilities
- Serve as a resource to senior staff, district administrators, building level teams, and community members regarding Section 504/ADA issues
- Assist in the coordination of Section 504/ADA grievance procedures
- Assess customer satisfaction and plans for improvements

Supervision Received:

Director of Exceptional Student Education

Supervision Exercised:

As assigned by the Director of Exceptional Student Education

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited institution
2. Currently hold or eligible for Florida certificate and certification in an area of Exceptional Student Education, and certification in administration and supervision or educational leadership
3. Minimum of five years' experience in exceptional student education.

Preferred:

School based administration experience and/or administrative responsibilities

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Administrative Compensation Plan

12 Months

8.0 Hours per Day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.