

School District of Santa Rosa County Job Description

Exceptional Student Education Program Facilitator for Specialized Curriculum, Instruction, and Interventions

Reports to: Director of Exceptional Student Education	FLSA Status: Exempt
Department: Exceptional Student Education (ESE)	Prepared by: Human Resources
Date: June 21, 2018	Job Code:

Principal Duties and Responsibilities (Essential Functions):

- Coordinates the collection and analysis of relevant data, including universal screeners/progress monitoring assessments, academic risk indicators, and intervention integrity. Assist schools in preparing, administering screeners/progress monitoring assessments, interpreting the data gathered, and determining the on-going tiered supports for students who meet criteria to receive Exceptional Student Education (ESE) Services
- Prepares a variety of program related reports in both manual and electronic formats for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner
- Demonstrates a strong working knowledge of best practices in specified content area(s)
- Works collaboratively with curriculum coordinators to assist in identification of grade level benchmarks, aptitudes, and proficiency expectations for student's Pre-k through 12
- Demonstrates a strong working knowledge of Florida Standards Assessment (FSA) as well as Access Points as related to the Florida Standards Alternate Assessment (FSAA)
- Develops and conducts professional development for targeted audience, including parents, in specified content areas regarding differentiated instructional methods, Universal Design for Learning, and unique accommodations
- Assists specified instructional staff in developing model lesson plans and curriculum development for students transitioning from a self-contained setting for students with significant cognitive and/or behavioral disabilities to least restrictive, more academically-focused academic environments
- Conducts data conferences with classroom teachers to interpret data and plan instruction for students
- Models effective teaching techniques when presenting to groups and other professionals
- Meets regularly with building administrators regarding classroom practices and provide on-going feedback with ESE and General Education staff
- Ensures appropriate assessments, services, and perhaps placement of all students receiving support and assist instructional staff in the setting of realistic and challenging targets for future progress in meeting grade level expectations and/or proficiency with standards
- Collaborates with Director of Continuous Improvement to establish, implement, and support an on-going method for a Multi-Tiered Systems of Support (MTSS) for students with ESE services
- Keeps current knowledge of all federal, state, and school board regulations which affect exceptional student education
- Cooperates with school administrators and teachers in developing exceptional student education procedures
- Collaborates in the development of exceptional student education curricula for exceptionality areas
- Assists in planning, development and presentation of staff development programs
- Functions as a link between exceptional student education programs, general education committee meetings, community agencies, organizations and parent education groups as directed
- Prepares reports and analysis at the request of the director
- Provides own method of transportation to various locations when required
- Performs other duties as assigned by the Director of Exceptional Student Education

Supervision Received:

Director of Exceptional Student Education
Deputy Director of Exceptional Student Education
Exceptional Student Education Coordinator

Supervision Exercised:

As assigned

Minimum Qualifications & Skills Required:

1. Bachelor's degree or higher from an accredited institution preferred
2. Currently hold or eligible for a Florida teaching certificate in one area of Exceptional Student Education
3. Three years of teaching experience on Exceptional Student Education
4. Proficiency with computers, including Windows-based operating systems, Excel, Word, and PowerPoint

Preferred:

Master's degree or higher from an accredited institution
Teaching experience with the disabled student population

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:

Ten Month Employment

Salary based on the adopted salary schedule for instructional personnel

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.