

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in at least one area of Exceptional Education.
- (3) Minimum of three (3) years successful teaching experience in exceptional student education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional education; issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals, and District staff on exceptional education policies, procedures, rules, regulations, and laws. Ability to organize and conduct meetings, to provide conflict resolutions, to communicate, plan and disseminate precise information and interpretations of technical issues related to exceptional education.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To assist the Director in providing and evaluating programs, curriculum, and staff development activities designed to ensure a free and appropriate public education for all students with disabilities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Assist in the assessment, coordination, and delivery of on-going needs and of training, school-based, personnel related to needs of exceptional students.
- (2) Assist the Director in facilitating and coordinating, when appropriate, information for response to fact finding inquiries, mediation, or complaints.
- (3) Facilitate in the gathering of appropriate documentation for program compliance monitoring, to ensure essential and adequate funding for Exceptional Education programs.
- (4) Assist school personnel (including ESE and non-ESE) and parents with effective problem-solving, as related to students with disabilities and continually projecting a positive image of the educational services available to students in our District.
- (5) Assist in the implementation and integration of new program initiative for students with exceptional needs in the existing curriculum, evaluating throughout the school year.

Board Approved July 21, 1998
Amendment Board Approved April 15, 2003

EXCEPTIONAL STUDENT EDUCATION PROGRAM SPECIALIST (Continued)

- (6) Facilitate in the dissemination and discussion of program updates, regulation changes and/or modifications, current research and/or technical assistance information to appropriate School District personnel.
- (7) Provide the following for new teachers in the exceptional education program training relating to exceptional education procedures, District procedures, and exemplary practice; assistance on an as-needed basis during meetings, parent conferences, staffing decision, etc.
- (8) Assist the Director in the oversight of procedural safeguards and due process.
- (9) Research policies and regulations relating to exceptional education and exceptional student support services.
- (10) Assist the school and District improvement initiatives through on-going review of documents, needs assessments, and technical assistance, including, but not limited to, School Board policies, as needed for compliance.
- (11) Develop and update appropriate handbooks, guides, and manuals for District use.
- (12) Attend and facilitate school-based IEP meetings, parent conference meetings, and manifestation hearings as needed.
- (13) Assist the Director in preparing all necessary State and federal plans and reports, as well as pursuing appropriate grant acquisition initiatives.
- (14) Facilitate on-going parental and community involvement in exceptional education initiatives.
- (15) Assist in the data collection to determine District needs for additional personnel.
- (16) Assist instructional personnel with planning and implementing instruction.
- (17) Assist the school and District improvement initiatives through on-going review of documents, needs assessments and technical assistance, including, but not limited to: revising and updating all forms utilized in the District relating to students with exceptional needs.
- (18) Coordinate textbook adoption for exceptional education students.
- (19) Review and select materials, to include print, technology, and media.
- (20) Assist schools with review of textbooks, materials, when appropriate.
- (21) Attend exceptional education and student support service technical assistance meetings.
- (22) Perform other tasks as required by the Director of Exceptional Education.
- (23) Other duties as assigned by immediate supervisor or administrator.

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.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, Instructional Salary Schedule
196 days
7.75 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved July 21, 1998
Amendment Board Approved April 15, 2003**