# EXCEPTIONAL STUDENT EDUCATION (ESE) STAFFING SPECIALIST

# JOB DESCRIPTION

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| **DIVISION**: Instructional Services | **GRADE:** Instructional |
| **DEPARTMENT:** Exceptional Student Education | **WORK DAYS:** 196 |
| **REPORTS TO:** Executive Director of Exceptional Student Education or Designee | **FLSA STATUS:** Exempt |
| **ESSENTIAL PERSONNEL:** No | |

## POSITION SUMMARY

To coach administrators, teachers and staff using the problem solving process to improve educational outcomes for students.

## MINIMUM REQUIREMENTS

Bachelors' degree from an accredited educational institution

**CERTIFICATION:**

- Valid Florida Teaching Certificate
- ESE certification and K-12 reading certification (or endorsement) preferred

**WORK EXPERIENCE:**

- Three (3) years successful teaching experience
- Experience in presenting instructional strategies and programs, with an emphasis on reading and meta-cognition strategies
- Experience in facilitating the problem solving process, monitoring student's response to instruction/intervention and coaching schools on how to set up a multi-tiered system of supports for academics and behavior

## PREFERRED QUALIFICATIONS

- Knowledge of laws, rules and policies governing Exceptional Student Education and students with disabilities
- Knowledge of assessment and measurement
- Ability to communicate orally and in writing
- Ability to provide professional development and advice to parents, teachers and other school personnel on Exceptional Student Education policies, procedures, rules, regulations and laws
- Ability to interact with a wide variety of persons including students, parents, agency personnel and school personnel
- Knowledge of the problem solving process and creating a multi-tiered system of supports
- Ability to analyze data to evaluate the effectiveness of services provided
- Knowledge of research based reading programs and materials
- Knowledge of learning styles, instructional strategies and varied teaching methods
- Knowledge of behavioral management strategies
- Ability to lead ESE teams in ensuring data based decisions for students

## SUPERVISES

N/A

## ESSENTIAL DUTIES

- Collaborate with classroom teacher to provide support of students exhibiting behavioral issues
- Collaborate with Classroom teacher to deescalate difficult behavior
- Prepare for and facilitate IEP meetings with parents, teachers and administrators
- Complete compliance paperwork for students on caseload

- Ensure that ESE students are placed in the least restrictive environment
- Create and revise IEP goals and accommodations based on current student achievement data
- Ensure continuous communication between district and school site personnel regarding all ESE matters
- Manage ESE Program implementation and other ESE matters at the school level
- Perform other tasks or duties as assigned

**Professionalism:**

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

**Working Conditions**: Normal office and school environment and /or classroom environment.
**Physical Demands**: Routine physical activity associated with normal office and school environment.
**Light Work:** Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
**Vision**: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
**Hearing**: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
**Speech**: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
**Upper Body Mobility**: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
**Environmental Conditions**: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
**Minimum Mental Requirements**: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

***This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.***