

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, EXCEPTIONAL STUDENT EDUCATION / SECTION 504

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, and policies governing Exceptional Student Education and students with disabilities. Knowledge of testing and measurement. Ability to interact with a wide variety of persons, including students, parents, agency personnel, and school personnel. Ability to maintain confidentiality. Demonstrated ability to communicate effectively orally and in writing.

#### REPORTS TO:

Director, Student Services / Exceptional Student Education

#### JOB GOAL

To coordinate and facilitate psychological services and programs and processes for referral, eligibility, staffing, evaluation, and re-evaluation of students for special programs.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Confer with guidance counselors about children of concern.
- \* (2) Monitor the Educational Planning Teams in the schools.
- (3) Devise alternative educational strategies for dealing with students who demonstrate learning or school adjustment problems.
- \* (4) Oversee pre-referral activities such as interventions and observations in the schools.
- \* (5) Facilitate referrals for formal comprehensive psycho-educational evaluations as required by federal and State statutes.
- \* (6) Supervise contract psychologists to ensure appropriateness of evaluations.
- \* (7) Direct school social workers to complete necessary social history and adaptive reports.
- \* (8) Monitor the referral process to ensure efficient delivery of psychological and social work services.
- \* (9) Review all evaluation data to determine program eligibility criteria as set by federal and State statutes.
- \*(10) Attend all staffing meetings set with school personnel and parents to determine the most educationally appropriate placement for students.
- (11) Assist in the development of individual educational plans for students.
- (12) Coordinate all psychological testing and staffings for students in residential programs.
- \*(13) Oversee the re-evaluation process for all students who are scheduled for re-evaluations as required by law.

**COORDINATOR, EXCEPTIONAL STUDENT EDUCATION / SECTION 504 (Continued)**

- (14) Oversee the transfer process of all exceptional education students entering the School District.
- (15) Facilitate appropriate placement and services for low-incidence populations.
- (16) Coordinate occupational and physical therapy services for exceptional education students in the School District.
- \*(17) Coordinate pre-kindergarten services for children suspected of having disabilities.
- (18) Assist in the implementation of the gifted program.
- (19) Offer consultation services to all teachers and school principals.
- (20) Network with community agencies, mental health clinics, etc., to facilitate services for both regular and exceptional education students.
- \*(21) Monitor Section 504 plans.
- (22) Provide technical support to schools concerning curriculum for ESE students.
- (23) Facilitate transition process for Exceptional Student Education Pre-K students.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(25) Ability to work in a constant state of alertness and safe manner.

**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:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 4**

**Lane C ESE**

**Salary Index 0.9401 of the Administrative Salary Schedule**

**DOE Job Code 63040**

**Revised Board Approval 04/11/2017**