

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

STAFFING SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's or Master's Degree from an accredited institution.
- (2) Certification in Exceptional Student Education (ESE) preferred.
- (3) Minimum of three (3) years successful experience in education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of testing and measurement and federal and State laws, State Board of Education rules, and School Board policies in Exceptional Student Education (ESE) applicable to assigned responsibilities. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Ability to develop and implement ESE procedures and provision of technical assistance to schools. Ability to provide consultation and guidance to teachers, administrators, parents and district staff on ESE issues.

REPORTS TO:

Director of Exceptional Student Education and/or ESE Coordinator.

JOB GOAL

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

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Participate in the planning, implementation, and evaluation of the appropriate educational placement for students.
- (2) Attend staff meetings scheduled with school personnel and parents.
- (3) Manage the tasks specific to the assignment as provided by immediate supervisor.
- (4) Prepare all required reports.
- (5) Maintain all appropriate records.
- (6) Follow established guidelines, procedures, and policies.
- (7) Facilitate and provide training to school staff relative to ESE procedures, least restrictive environment, PEER and other issues involving exceptional student education.
- (8) Serve as liaison/trainer to school level staff regarding changes related to exceptional student education in school board policies/procedures, state and federal laws and program services provided by the district.
- (9) Coordinate and participate in articulation meetings for students promoting from 5th-6th grade and 8th-9th grade.
- (10) Coordinate the collection of all necessary documentation prior to a student being considered for eligibility under an exceptional education program and/or service.
- (11) Ensure that all ESE paperwork is accurate and current for gifted students and students with disabilities assigned to the school.
- (12) Make recommendations for improvement in policies and procedures related to assignment.

TEACHER ON SPECIAL ASSIGNMENT (Continued)

- (13) Participate in staff development activities and access other resources to increase knowledge, skills, and abilities in the area of responsibility.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) 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 8 of the Instructional Salary Schedule
DOE Job Code 63102

Board Approval 12/14/2021