

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. To provide technical assistance to ensure a continuum of services, options as the designee of the Director of Exceptional Student Education and Student Services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

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

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION / SECTION 504 (Continued)

- 15) Coordinate occupational and physical therapy services for exceptional education students in the School District.
- 16) Coordinate pre-kindergarten services for children suspected of having disabilities.
- 17) Assist in the implementation of the gifted program.
- 18) Offer consultation services to all teachers and administrators.
- 19) Network with community agencies, mental health clinics, etc., to facilitate services for both regular and exceptional education students.
- 20) Monitor Section 504 plans.
- 21) Provide technical support to schools concerning curriculum for ESE students.
- 22) Facilitate transition process for Exceptional Student Education Pre-K students.
- 23) Perform other incidental tasks consistent with the goals and objectives of this position.
- 24) 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.

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~~ 12/14/2021