

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ADMINISTRATOR, ESSS IDEA Compliance

#### QUALIFICATIONS

- Master's Degree with Florida Department of Education certification in one or more exceptionalities.
- Certification in Administration/Supervision or Educational Leadership.
- Minimum of three (3) years of teaching experience as an exceptional education teacher.
- Minimum of five (5) years of involvement in staffing of exceptional students.
- Possess a current Florida Driver's License and/or have access to transportation.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures as they relate to Exceptional Student Education/Student Services.
- Knowledge in curriculum and area of reading and math.
- Knowledge of Access Points.
- Knowledge of evaluation instruments and IDEA procedures and policies.
- Knowledge of technical support applications as related to job functions.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum and staff development.

#### SUPERVISION

**REPORTS TO** Executive Director of Exceptional Student Support Services and/or Designee  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To be responsible for coordination of eligibility and placement processes for the district. To be responsible for the maintenance of IDEA procedures and policies for all exceptional students, and to provide leadership for ensuring compliance in Exceptional Student Education.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Participate as a member of school Student Study Team as requested by Executive Director of ESSS.
2. \* Ensure that all information required for ESSS decision-making purposes for mediation and due process are accurate.
3. \* Serve as the Designee of the Executive Director in mediation and due process meetings.
4. \* Serve as the 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 county school system.

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5. \* Coordinate and prepare documentation needed to respond on behalf of the district for due process, state complaints, and/or Office of Civil Rights investigations.
6. \* Assist Staffing Resource Specialist staff with determining education alternatives/interventions which may be available within the school district and community upon request.
7. \* Maintain thorough and current knowledge of state and federal laws under IDEA.
8. \* Manage/develop the Placement and Procedures Manuals for the district in ESE for State and Federal.
9. \* Verify any edits from the on-line ESSS SDCP automated system during FTE and federal survey periods.
10. \* Communicate with parents in regard to legal rights and informed consent.
11. \* Increase the availability of services provided to students/staff/parents related to Exceptional Student Education services and program needs within clusters.
12. \* Consult with district staff regarding legal issues and concerns.
13. \* Provide observations, interventions, and follow-up to teachers upon request from Executive Director of ESSS.
14. \* Provide professional development for district staff on IDEA issues, policies and procedures.
15. \* Participate and promote activities that will improve IDEA knowledge.
16. \* Assist in drafting proposal for meeting IDEA requests.
17. \* Review legal and instruction data for requested changes to IDEA Grant or funding.
18. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services and/or Designee.

\*Denotes essential job function/ADA

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

### WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-07-E \$71,237 - \$109,172**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	05
EEO-5 Line	08
Function	Vary
Job Code	1345
Survey Code	63040

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

May 8, 2012

ADA Information Provided by Ida Mazar  
Position Description Prepared by Ida Mazar