

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ADMINISTRATOR, ESSS

QUALIFICATIONS

- Master's Degree with a major in Exceptional Education field, Student Services, or Educational Leadership preferred.
- Certification in Administration/Supervision or Educational Leadership or three (3) years of successful administrative experience.
- Three (3) years of successful supervising and/or teaching experience in Exceptional Student Education or Student Services preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures as they relate to Exceptional Student Education/Student Services.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Knowledge in curriculum area of reading and math.
- Knowledge of Access Points.
- 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 all Exceptional Student Support Education services and activities within district cluster patterns including professional development, budget, legal and 504 issues.

PERFORMANCE RESPONSIBILITIES

1. *Provide leadership and coordination for all special education services within the cluster.
2. *Assist administrator with resolving issues regarding staff/parents/students in Special Education services.
3. *Provide leadership with the development of program design, special materials, curriculum, and methods.
4. *Coordinate documentation needed to respond on behalf of their cluster for due process, state complaints, and/or Office of Civil Rights investigations.
5. *Coordinate and facilitate special education audits and implementation of corrective action plans needed to resolve deficiencies.
6. *Develop and promote parent education and support services to foster increased levels of parental satisfaction with programs and services offered by the district.
7. *Plan and conduct meetings and chair/participate in ad hoc committees as directed by the Executive Director of ESSS.
8. *Provide appropriate Professional Development to meet the specific needs of services within cluster.
9. *Assist administrators with recruitment and screening of Exceptional Student Education teachers/Support Services employees.

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10. *Monitor quality of Individual Educational Plans (IEPs), Educational Plans (EPs), Services Plans, Transition Plans, and Matrix of Services for all services for the assigned cluster.
11. *Provide consultation for staffing and placement of exceptional students.
12. *Coordinate the continual evaluation of the quality of special education services and personnel.
13. *Coordinate the efforts of the staff in their cluster.
14. *Increase the availability of technology and assistive technology to special education classrooms.
15. *Provide F.T.E. projections and allocations information.
16. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
17. *Assist with progressive evaluations when requested by school administrator or Executive Director of ESSS.
18. *Maintain data for special education programs/services to meet local, state and federal audits.
19. *Develop and plan for department budgets.
20. *Monitor district's performance indicators to achieve satisfactory ratings on the Florida Department of Education's State Performance Plan for exceptional education programs.
21. *Maintain continuum of exceptional education services and educational opportunities for students at school sites.
22. *Provide support to staff on Medicaid funding and billing.
23. *Provide support to charter schools.
24. *Monitor new ESE employees.
25. *Prepare or oversee the preparation of all required reports and maintain appropriate data in their cluster.
26. *Assist in development and implementing the District's goals and strategic commitments.
27. Perform other duties as assigned by the Executive Director of Exceptional Student Education Services.

*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 \$73,653 - \$112,874
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 1314
Survey Code 63101

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

August 14, 2018
May 8, 2012
April 11, 2000
June 11, 2002

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh