

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Compliance Exceptional Student and Support Services

QUALIFICATIONS

- Master's Degree required with a major in an appropriate Exceptional Education field or Student Services field preferred.
- Certification in Administration/Supervision or Educational Leadership.
- Three (3) years of successful 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.
- 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, 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 Director of Special Education Services and Director of Student Support Services
SUPERVISES Student Staffing Resource Specialists (SSRS)

POSITION GOAL

To be responsible for all Exceptional Student Support Education programs and activities within assigned area including staff development, budget, legal, and 504 issues.

PERFORMANCE RESPONSIBILITIES

1. *Monitor all Student Staffing Resource Specialist Services within assigned area.
2. *Assist with all compliance monitoring and reporting to DOE.
3. *Conduct all internal audit and report findings to School District Leadership.
4. *Assist building administrator with resolving issues regarding staff/ parents/ students in Exceptional Student Support Services programs.
5. *Provide leadership with the development of training and implementation of the Exceptional Student Education Policies and Procedures.
6. *Develop and promote parent education and support programs to foster implementation of full continuum of services.
7. *Plan and conduct coordination meetings and chair/participate in ad hoc committees.
8. *Provide appropriate in-service to meet the specific needs of programs within assigned area.
9. *Provide consultation for development of 504 plans.
10. *Assist assigned schools with recruitment and screening of Exceptional Student Education teachers/Support Services employees.
11. *Monitor quality of Individual Educational Plans (IEPs), Educational Plans (Eps), and 504 plans for all programs within assigned area.
12. *Provide consultation for staffing and placement of exceptional students.
13. *Coordinate the continual evaluation of the quality of Exceptional Student Support Services program and personnel.
14. *Develop and implement strategies needed to obtain higher levels of parental satisfaction with exceptional education programs and services provided within the district.

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15. *Write grants to generate funding for Exceptional Student Support Services.
 16. *Monitor F.T.E. data for accurate survey reporting.
 17. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
 18. *Assist with progressive evaluations when requested.
 19. *Maintain information for assigned area of responsibility to meet local, state, and federal audits.
 20. *Monitor quality of matrix cost factor ratings.
 21. *Develop inclusive educational opportunities for students at school sites.
 22. *Maintain and provide support to staff on Medicaid funding and billing.
 23. *Provide support to assigned schools.
 24. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
 25. *Assist in implementing the district's goals and strategic commitments.
 26. Perform other duties as assigned by the Director of Special Education Services and/or the Director of Student Support 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 a protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-08-P \$57,805 - \$88,674

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1340
Survey Code 63040

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 23, 2019
March 12, 2019
April 27, 2010

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