

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ESE CONSULTATION AND CASE MANAGEMENT (All Day)

#### QUALIFICATIONS

- Bachelor's Degree with certification in a field related to Special Education.
- A minimum of three (3) years successful teaching experience, with at least one (1) year in Exceptional Student Education.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications, as related to job functions.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist in the implementation of services for students with disabilities, to assist in the communication of student needs, and to provide leadership for improving instruction in ESE.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Provide consultation services to general education teachers on both best practices related to instruction of students with disabilities and specific, differentiated instructional strategies for use with individual students in accordance with their Individualized Educational Plans.
2. \* Provide professional learning activities and individualized support to general education and special education teachers implementing inclusion, support facilitation, and/or co-teaching models in their classrooms.
3. \* Liaise with other general education and special education teachers to prepare documents, including Individualized Educational Plans and student progress reports.
4. \* Attend Student Study Team and Individual Educational Plan team meetings for assigned students.
5. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

#### PHYSICAL REQUIREMENTS

##### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITIES**

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

<b>Indoors</b>	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
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**TERMS OF EMPLOYMENT**

**PAY GRADE**

**T \$37,950 - \$73,750**  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 35  
Annual Hours 1372

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 12  
EEO-5 Line 43  
Function Vary  
Job Code 11280  
Survey Code 52090

**FLSA**

Applicable  
 Not applicable

**BOARD APPROVED**

June 11, 2013

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