

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITATOR, Student Support Services

QUALIFICATIONS

- Bachelor's Degree in General Education, ESE K-12, Speech and Language Pathology, Counseling, Social Work, Psychology, or related field required. Master's Degree preferred.
- Minimum of three (3) years of teaching experience as a regular or exceptional educational teacher or three (3) years of experience as a school counselor, social worker, or school psychologist.
- Minimum of one (1) year of involvement in staffing of exceptional students.
- Must obtain and maintain Florida certification in Exceptional Student Education within one (1) calendar year.
- Possess a current Florida driver's license and/or have access to transportation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures related to Exceptional Student Education/Student Support Services.
- Knowledge of current educational trends and research.
- Knowledge of technical support applications as related to job functions.
- Skill in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communication.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to plan, organize, and prioritize.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.
- Ability to tolerate high levels of stress and responsibility.
- Ability to maintain confidentiality.
- Ability to type efficiently.

SUPERVISION

REPORTS TO Executive Director of Student Support Services and/or Designee
SUPERVISES No Supervisory Duties

POSITION GOAL

The Student Support Services Facilitator (SSSF) will work collaboratively with all stakeholders to support the educational goals and services of all students. The SSSF will coordinate and provide expertise in the area of Section 504 of the Rehabilitation Act of 1973 and Individuals with Disabilities Act (IDEA). Additionally, the SSSF will participate in Multi-Tiered System of Supports (MTSS) for all students. The SSSF will support general education and exceptional education teachers in the classroom, as well as assist school administration in developing professional development to meet the educational needs of all students.

PERFORMANCE RESPONSIBILITIES

1. *Serve as LEA representative for the school assigned, including but not limited to Student Study Team Meetings, Section 504 Meetings, and/or IEP/EP Meetings.
2. *Facilitate and participate as a member of Student Study Team.
3. *Facilitate appropriate educational placement for students with special needs by coordinating referral procedures and/or observations within a timely manner.
4. *Serve as the designee of, and be accountable to, the Executive Director of Student Support Services for staffing decisions made at the school level and perform other duties as assigned by the Executive Director of Student Support Services.
5. *Collaborate with district-based Student Support Services leaders to guide decision-making and practice.

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6. *Act as a school-based resource for parents and school staff for information regarding community, agencies, activities, and organizations, etc. Provide information to parents, schools, and agencies on ESE and Section 504 criteria and procedures to ensure that parents of students with disabilities and Section 504 students are afforded their due process procedural safeguards in providing the delivery of a Free Appropriate Public Education (FAPE).
7. *Adhere to and serve as liaison/trainer to school-level staff regarding changes related to Exceptional Student Education and Section 504, in School Board policies/procedures, state and federal laws, and program services provided by Seminole County Public Schools.
8. *Assist school-based intervention team and student study teams, in collaboration with Student Support Services Administrator, in determining education alternatives/interventions available within the school district to foster student progress and support inclusion of students with disabilities.
9. *Participate as a member of a Multi-Disciplinary Team and support school personnel in MTSS interventions and provide resources that school-based teams can use to educate parents on the MTSS process.
10. *Work as a team member with teachers, certified school counselors, school social workers, school psychologists, and other relevant personnel to develop appropriate General Education Functional Behavior Assessments and corresponding Behavior Intervention Plans, as well as MTSS Intervention Plans.
11. *Monitor suspension data reports of school-wide and individual student misconduct to facilitate discussion regarding appropriate behavior interventions scientifically proven to promote positive academic, social/emotional, behavioral, and independent functioning outcomes.
12. *Monitor district's early warning system in collaboration with school-based team and relevant district service providers to ensure necessary meetings to address student needs.
13. *Monitor school attendance data and work in collaboration with the school-based team and relevant district providers to ensure necessary meetings to address student needs and provide truancy interventions.
14. *Collaborate with the School Social Worker, District Mental Health Counselor, and Certified School Counselor to ensure behavioral and mental health supports to individual students.
15. *Monitor due dates and compliance of Individual Education Plan (IEP), Education Plan (EP), and Section 504 Plans.
16. *Monitor Full-Time Equivalent (FTE) reporting and verify any edits during FTE and federal survey periods.
17. *Assist teachers in the development of IEPs, Transition Individual Education Plans (TIEP), EPs, and Section 504 Plans for students.
18. *Maintain confidentiality and accuracy of records and ensure that all information required for decision-making purposes is available and reviewed; and document the accuracy of all information.
19. *Provide follow-up to staff from Student Study Team and MTSS meetings regarding agenda action items.
20. *Participate in professional development during the summer regarding job duties and responsibilities.
21. Perform other duties as assigned by the Executive Director of Student Support Services 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/leg controls require 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

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.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

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.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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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

T \$41,455 - \$70,955

District Salary Schedule

Months 10

Annual Days 196

Weekly Hours 35

Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD

Personnel Category 10

EEO-5 Line 43

Function Vary

Job Code 1187

Survey Code 63102

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

June 16, 2020

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