

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Student Staffing Resource

#### QUALIFICATIONS

- Bachelor's Degree in General Education, ESE K-12, Speech and Language Pathology, Counseling, Social Work, Psychology, or a related field required. Master's Degree preferred.
- Minimum of three (3) years of teaching experience as a regular or exceptional education teacher or three (3) years of experience as a school counselor, social worker, school psychologist, or speech and language pathologist.
- Minimum of one (1) year of involvement in staffing of exceptional students.
- Must obtain and maintain FL certification or licensure in Exceptional Student Education, Speech-Language Impaired, School Psychology, School Counseling, or a related field.
- 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.
- 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 communications.
- 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.

#### SUPERVISION

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

#### POSITION GOAL

***The Student Staffing Resource Specialist (SSRS) will work collaboratively with all stakeholders to support the educational goals and services of students needing an Individual Education Plan (IEP). Additionally, the SSRS 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. \*Participate as a member of Student Study Team.
2. \*Ensure that all information required for ESSS decision-making purposes is available and reviewed; document the accuracy of all information.
3. \*Serve as the Designee of the Executive Director and be accountable to same for staffing decisions made at the school level.
4. \*Serve as liaison/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.
5. \*Assist Student Study Team with determining education alternatives/interventions which may be available within the school district and community.
6. \*Serve as LEA representative at three-year reevaluation and dismissal meetings and at IEP meetings, if requested to do so by the Executive Director of ESSS and/or Designee.
7. \*Manage the process and documentation of the IEP, reevaluation, and dismissal process.
8. \*Verify any edits generated from the on-line ESSS automated system during FTE and federal survey periods.
9. \*Communicate with students' parents in regard to legal rights and informed consent.

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10. \*Increase the availability of services provided to students/staff/parents related to Exceptional Student Education programs and program needs within schools.
  11. \*Consult with district teachers regarding strategies and teaching techniques.
  12. \*Provide observations, interventions, and follow-up to teachers upon request from Student Study Team.
  13. \*Demonstrate teaching techniques at cost centers.
  14. \*Participate and promote activities that will improve teacher/parent interaction.
  15. 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

**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 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

<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>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<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

**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 \$40,455 - \$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	1172
Survey Code	63102

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**May 14, 2019**  
**July 26, 2016**  
**January 10, 1995**

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