



Job Title: Coordinator – Program Planning

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 8

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist in the design, provision, and management of appropriate programs for exceptional students and to provide assistance to exceptional student education personnel to assure effective implementation of laws, policies, and procedures in order to meet compliance requirements.

ESSENTIAL JOB FUNCTIONS

- Monitors and supports Exceptional Student Education programs and services, including curriculum development; i.e., FTE projection and staffing allocations; data analysis/recommendations for program development, expansion and materials, and equipment needed; conflict resolution and problem solving among stakeholders.
- Assists in the determination of Free Appropriate Public Education for Exceptional Students by facilitating student transfer/enrollment, identification, eligibility, and placement.
- Manages resources for the ESE Program, including fiscal, material, personnel, technology, and equipment as well as support services.
- Monitors student records for compliance, accuracy, and completeness.
- Researches related methods and interprets the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- Assists in the development of local manuals, procedures, and forms to meet federal and state requirements.
- Assists in scheduling, assigning, and evaluating itinerant personnel and support staff.
- Assists in providing qualified personnel required for the delivery of direct services to ESE students.
- Assists in developing, implementing, and evaluating instructional programs for ESE students.
- Assists in developing, reviewing, and implementing procedures in compliance with Florida Statutes and federal regulations in regard to screening, referral, evaluation eligibility placement, re-evaluation, and termination of services.
- Assists in developing and providing professional development to exceptional and general education personnel.

- Assists in maintaining the formal data collection system needed in program planning, evaluation, and allocation of resources.
- Recommends, requisitions, maintains, and oversees the use of materials and equipment necessary for the efficient operation of the District's ESE programs.
- Increases public awareness of existing programs and services by disseminating information to community shareholders regarding ESE programs, resources, and training.
- Provides information regarding evaluation, identification and placement of ESE students along with the dissemination and explanation of procedure safeguards as outlined in federal law.
- Interacts with a variety of stakeholders to give and/or exchange information, resolve problems, provide services, develop contracts and agreements, plan programs, mediate, collect data, and answer questions.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill program goals and objectives.
- Promotes and supports professional growth for self and others.
- Maintains a network or peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Assists in hiring of personnel, supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Serves as the administrator contact for the School Match Medicaid Program.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Currently possess or be eligible for a Florida Teaching Certificate in an area of Exceptional Student Education and Certification in Administration and Supervision or Educational Leadership.
- Minimum of six (6) years of experience in Exceptional Student Education (ESE).
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires knowledge of federal, state, and local laws, statutes, and procedures pertaining to program for exceptional students.
- Requires knowledge of educational theories, principles, practices, and techniques related to exceptional student education.
- Requires knowledge of current administration and supervision theories, principles, and practices related to school programs and management as related to Exceptional Student Education (ESE).

- Requires knowledge of school finance and budgeting, to include specific rules for ESE, FEFP, and transportation funding.
- Requires knowledge of evaluation systems techniques and instruments, their purpose, appropriate application, and interpretation of results.
- Requires the ability to intervene appropriately during crisis situations.
- Requires effective oral and written communication skills, including problem solving, conflict resolution, and mediation in working with a variety of stakeholders.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operation; such as, word processing, telecommunications use, spreadsheet data collection, and information management.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within assigned department.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: