

Job Title: **Subject Area Specialist/ESE – Emotional Behavioral Disabilities Programs**



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 – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to coordinate, manage, and supervise the instruction of the program for students with Emotional or Behavioral Disability.

ESSENTIAL JOB FUNCTIONS

- Performs curriculum development, review, and implementation.
- Supervises and supports teachers in the program, including recruiting, interviewing, hiring, evaluating, providing staff development, assigning site and job responsibilities, completing leave and travel forms, etc.
- Performs program management, including preparing projections for FTE and staffing allocations and analyzing data to make recommendations for program development, expansion, and materials/equipment needs
- Performs conflict resolution among parent, teachers, administration, schools, including mediating and problem solving in controversial situations.
- Facilitates student transfer, enrollment, identification, eligibility, and placement and assists in the determination of F.A.P.E. (Free Appropriate Public Education) for students with disabilities.
- Attends legal updates and trainings provided through the District and/or Department of Education.
- Monitors and manages the Districts Restraint/Seclusion reports and data.
- Manages resources for the program-fiscal, material, personnel, technology, equipment, and support services.
- Monitors student records for compliance, accuracy, and completeness.
- Assumes other responsibilities as assigned by Director.
- Serves as liaison to the Florida Bureau of Exceptional Education and Student Services as assigned.
- Disseminates information to community shareholders regarding ESE programs, resources, and training.
- Increases public awareness of existing programs and services.

- Provides information regarding the evaluation, identification, and placement of exceptional students along with the dissemination and explanation of procedural safeguards as outlined in the federal law.
- Maintains contact with co-workers, teachers, parents, school-based administration, District administration and staff, supervisors, agency personnel, therapy providers, Department of Education representatives, representatives from other school Districts, attorneys, advocates, and any others as necessary.
- Maintains a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Responds to inquiries or concerns in a timely manner.
- Keeps the ESE Director informed about potential problems or unusual events.
- Facilitates the development, implementation, and evaluation of staff development activities in content or program area, specifically professional development in behavior intervention and crisis prevention.
- Keeps well informed about current trends and best practices in program areas.
- Keeps abreast of federal and state laws, rules, and policies relevant to assigned area.
- Sets high standards and expectations for self and others.
- Conducts needs assessments to assist in coordinating professional development training to assist the District.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Conducts a personal assessment periodically to determine professional development needs with reference to specific assignment.
- Assists in maintaining appropriate coordination among the various ESE programs.
- Prepares and submits required reports and maintains appropriate records.
- Serves on departmental, District, state, or community councils or committees as appropriate or assigned.
- Supports the goals and priorities of the District.
- Represents the District in a positive and professional manner.
- Resolves conflicts that arise by determining approaches to be taken and methodology to be used.
- Completes work independently in accordance with federal and state laws, District guidelines, previous training, or expected practice.
- Consults with supervisor on situations that are unique or controversial.
- Establishes or assists in establishing goals and objectives for services, programs, or projects.
- Supports and participates in the implementation of the District's Strategic Plan.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Uses appropriate leadership methods to motivate, gain commitment, and encourage positive change or task accomplishment.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Performs other duties as assigned.
- Serves as the principal for the District's therapeutic day school.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Currently hold or eligible for Florida certification in one area of Exceptional Student Education and certification in Administration and Supervision, Educational Leadership, or School Principal.
- Seven (7) to ten (10) years of experience in Exceptional Student Education.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires knowledge of educational theories, principles, practices, and techniques related to exceptional student education.
- Requires skills in human relations including recruitment, retention, human dynamics, evaluation, and leadership skills/techniques.
- Requires the ability to communicate effectively including problem solving, conflict resolution, and mediation.
- Requires knowledge of specific exceptionalities including federal/state/local-laws, rules, regulations, statutes, and procedures pertaining to the effective operation and management of the specific program(s).
- Requires knowledge of school finance and budgeting.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to use technology appropriately for modern office operation.
- Requires knowledge of evaluation systems, techniques, and instruments to include purpose, appropriate application, and interpretation of results.
- Requires knowledge of curriculum development.
- Requires the ability to research, implement, and evaluate curriculum products, models, and components.
- Requires the ability to adapt/develop unique products for non-traditional programs.
- Requires the ability to display a knowledge of staff development rules and the ability to locate appropriate providers, organize, and facilitate the activities, implement the training, and evaluate the effectiveness and carry over.
- Requires the ability to develop District procedures to comply with and complement existing federal, state, and local laws/rules/regulations/policies/and guidelines in order for programs to operate as intended/prescribed.
- Requires the ability to consult and collaborate with parents and educators related to Exceptional Student Education services.
- Requires the ability to advise site-based administration and staff in the implementation of special programs.
- Requires the ability to ensure appropriate programs for exceptional students.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 30 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, grasping, hearing, kneeling, mental acuity, pulling, pushing, repetitive motion, speaking, standing, stooping, talking, and visual acuity.

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: