

**Job Title:**                    **Subject Area Specialist/ESE – Physical Disability Services**



## **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 provision of services to students receiving services within the other Health Impairment, Orthopedic Impairment, Traumatic Brain Injury, Visual Impairment, Physical Therapy, Occupational Therapy, and/or Adapted Physical Education programs.

## **ESSENTIAL JOB FUNCTIONS**

- Performs curriculum development, review, and implementation.
- Supervises teachers and therapists in the programs, including recruitment, interviewing, hiring, evaluation, staff development, assigning to site and job responsibilities, completing leave and travel forms, etc.
- Performs program management, including creating projections for FTE and staffing allocations, and analyzing data to make recommendations for program development, expansion, and materials/equipment needs.
- Collects and analyzes data and creates reporting on various programs, services, and staff.
- Facilitates Medicaid billing, documentation, and compliance.
- 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 ESE students.
- 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 Department of Exceptional Student Education 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 coworkers, teachers, parents, school-based administration, District administration and staff, supervisors, supervisees, rehabilitation personnel, agency personnel, therapy providers, personnel, Department of Education representatives, representatives from other school Districts, attorneys, advocates, Office of Civil Rights representatives, and Office of Special Education programs Representatives (not an all-inclusive listing).
- 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.
- 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 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.
- Supports and participates in the implementation of the District's Strategic Plan.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Performs other duties as assigned.

### **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.
- Minimum of five (5) years of experience in Exceptional Student Education.
- 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 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, mediation, and oral and written communication abilities.
- Requires knowledge of specific exceptionalities including federal/state/local-laws, rules, regulations, statutes, and procedures pertaining special education.
- 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 operating such as word processing, telecommunications use, spreadsheet data collection, and information management.
- Requires knowledge of evaluation systems, techniques, and instruments, their purpose, appropriate application, and interpretation of results.
- Requires knowledge of curriculum development, design, researches, implements, and evaluates curriculum products, models, and components as well as developing unique products for non-traditional programs.
- Requires knowledge of staff development rules, locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate for 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 ensure appropriate programs for exceptional students.

### **PHYSICAL DEMANDS**

The physical demands are mostly of office-type work involving sitting, walking, bending, lifting or reaching, and use of computer keyboards. Travel between sites within the District and attendance at workshops, conferences, meeting, training sessions, and courses. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, 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:**