

Job Title: **Subject Area Specialist/ESE –
Prekindergarten Disabilities**



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 position is to plan, implement, support and supervise an effective program for the instruction of prekindergarten students with disabilities.

ESSENTIAL JOB FUNCTIONS

- Designs, researches, implements, and evaluates curriculum products, models, and components and develops unique products for non-traditional programs.
- Oversees staff development activities, locates appropriate providers, organizes and facilitates the activities, implements the training, and evaluates for effectiveness and carry over.
- Develops District procedures to comply with and complement existing federal/state/local laws, rules, regulations, policies, and guidelines in order for programs to operate as intended/prescribed.
- Advises site-based administration and staff in the implementation of special programs.
- Consults and collaborates with parents for exceptional students.
- Uses considerable judgment in researching related methods and interpreting the appropriate application of those policies and procedures; makes recommendation to the ESE Director for specific procedures to be used in Escambia County in the implementation of State Board of Education Rules and Federal guidelines, including the development of local manuals, procedures, and forms, which meet the requirements, outlined in the legal policies along with procedures and guidelines for use of such forms.
- Monitors and supports the Program for Prekindergarten Students with Disabilities program in the School District.
- 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 laws.

- Consults/collaborates with co-workers, teachers, parents, school-based administration, District administration and staff, supervisors, and supervisees.
- Communicates with rehabilitation personnel, agency personnel, therapy providers, students, psychologists, evaluation specialists, medical personnel, local business partners, private school representatives, Florida 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 working knowledge of School Board of Escambia County operating policies and procedures, Americans with Disabilities Act, Individuals with Disabilities Education Act, and subsequent Federal Regulations pertaining to the implementation of IDEA, 1997, Section 504 of the Rehabilitation Act of 1973, State Board of Education Rules/Regulations/Statutes, Pupil Progression Plan of Escambia County, Florida, Federal Family Education Right to Privacy Act, and DOE and Local Technical Assistance Papers, and court rulings which directly affect the interpretation of all guidelines listed above.
- Facilitates the development, implementation, and evaluation of staff development activities in content service or project areas.
- Keeps well informed about current trends and best practices in content, service, or project area.
- Maintains expertise in assigned area to fulfill project goals and objectives.
- Sets high standards and expectations for self and others.
- Conducts needs assessments, provides awareness activities, and delivers or coordinates professional development training to assist the District with curriculum revision or program implementation.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Models principles of learning and effective teaching instructional delivery.
- Conducts a personal assessment periodically to determine professional development needs with reference to specific assignment.
- Resolves conflicts that arise by determining approaches to be taken and methodology to be used.
- Develops, reviews, and implements procedures in compliance with Florida Statutes and Federal Regulations in regards to screening, referral, evaluation, eligibility, placement, re-evaluation, and termination of services.
- Maintains the formal data collection system needed to assist in program planning, evaluation, and allocation of resources.
- Assists in maintaining appropriate coordination among the various programs related to instructional services.
- 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.
- Undertakes all aspects related to providing qualified personnel required for the delivery of direct services to students.
- Provides leadership in developing, implementing, and evaluating the instructional program for exceptional students in Escambia County.
- Establishes or assists in establishing goals and objectives for 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.
- Serves as member of the instructional services team.
- Uses appropriate styles to motivate, gain commitment, and encourages positive change or task accomplishment.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Supervises teachers providing services to pre-kindergarten students with disabilities.
- 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.
- 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 the ability to display knowledge of educational theories principles, practices, and techniques related to exceptional student education.
- Requires the ability to display skills in human relations including recruitment, retention, human dynamics, evaluation, and leadership skills/techniques.
- Requires the ability to display knowledge of current Administration and Supervision theories, principles, and practices related to school programs, and management.
- Requires the ability to display effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication abilities.
- Requires the ability to display 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 the ability to display knowledge of school finance and budgeting and ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operating such as word processing, telecommunications use, spreadsheet data collection, and information management.
- Requires the ability to display knowledge of evaluation systems, techniques, and instruments – their purpose, appropriate application, and interpretation of results.

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 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, meetings, training sessions, and courses.

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: