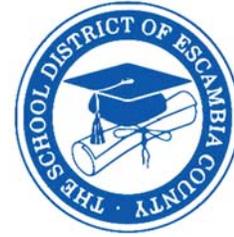


**Job Title:**                    **Subject Area Specialist/ESE – Specific Learning Disability (SLD)**



**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, and support an effective Specific Learning Disability Program in Escambia County Public School, K-12.

**ESSENTIAL JOB FUNCTIONS**

- Performs curriculum development, including design, research, implementation, and evaluation of curriculum products, models, and components as well as developing unique products for non-traditional programs.
- Oversees Staff Development activities, including locating appropriate providers, organizing and facilitating the activities, implementing the training, and evaluating for effectiveness and carry over.
- Develops 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.
- Advises site-based administration and staff in the implementation of special programs.
- Consults and collaborates with parents and educators related to Exceptional Student Education services.
- Ensures appropriate programs 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 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 Specific Learning Disability 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 and 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, Juvenile Justice 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 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.
- 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.

### **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 knowledge of Human Relations – including recruitment, retention, human dynamics, evaluation, and leadership skills/techniques.
- Requires the ability to display knowledge of working with the public, and intervene during crises.
- 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 use of 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 programs(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. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, and talking.

**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:**