

# SCHOOL DISTRICT OF LAFAYETTE COUNTY

## STAFFING SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida certification or equivalent in an exceptional student education area.
- (3) Master's degree from an accredited educational institutional preferred
- (4) Three (3) years successful experience in education including a minimum of one (1) year experience related to exceptional student education issues.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws related to exceptional student education (ESE). Knowledge of district policies and procedures related to ESE. Ability to plan, organize, and establish priorities. Ability to schedule and coordinate meetings. Ability to communicate effectively both orally and in writing. Ability to use a computer and software applications. Knowledge of student referral procedures for special assistance. Ability to work effectively with students, peers, administrators, community agencies, parents and others. Ability to conduct statistical analyses to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

#### REPORTS TO:

Director of Exceptional Student Education

#### JOB GOAL

To facilitate and monitor the implementation of state and federal guidelines related to exceptional education students and students being considered for exceptional student education programs.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Establish long and short range plans based on student needs and District, state and federal requirements.
- \*(2) Coordinate and schedule staffing meetings.
- \*(3) Monitor the implementation of Individual Education Plans (IEPs).
- \*(4) Participate in the planning, implementation, and evaluation of the exceptional student education (ESE) program.
- \*(5) Assist in preparing for changing curriculum needs and continuous improvement.
- \*(6) Participate in cooperative long-range planning with departments and schools.

##### Classroom Management

- \*(7) Maintain a positive, organized, and safe learning environment.

## STAFFING SPECIALIST (Continued)

- \*(8) Manage time effectively.
- \*(9) Manage materials and equipment effectively.
- \*(10) Establish and maintain effective and efficient record-keeping procedures.
- \*(11) Use appropriate student behavior management techniques.
- \*(12) Assist in enforcement of school rules, administrative regulations, and Board policies.

### Assessment/Evaluation

- \*(13) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- \*(14) Interpret and use data, including but not limited to standardized and other test results, for diagnosis, instructional planning, and program evaluation.
- \*(15) Carry out responsibilities for test administrators, *i.e.*, handle materials in a secure manner.
- \*(16) Seek out multiple data sources providing evidence of student growth and developmental needs. Examples include: parent interaction, collegial team interaction, and planning.
- \*(17) Maintain specific records of data collection.
- \*(18) Assist in the evaluation of the ESE program.

### Intervention/Direct Services

- \*(19) Implement and monitor procedures for eligibility and placement of exceptional education students.
- \*(20) Implement and monitor procedures for re-evaluation of exceptional students as appropriate.
- \*(21) Assist school based personnel in implementing appropriate procedures for maintaining exceptional education student records.
- \*(22) Assist school based personnel in the development and coordination of transition planning for exceptional education students.
- \*(23) Assist school based personnel in the direction and coordination of educational programs for exceptional student education.
- \*(24) Serve on student support teams.
- \*(25) Document actions related to student referrals.
- \*(26) Ensure that audit checklists for initial placements are accurate and complete.
- \*(27) Assist with full time equivalent (FTE) reporting as requested.
- \*(28) Provide oversight to ensure successful implementation of activities.
- \*(29) Provide technical support and expertise to school and district personnel.
- \*(30) Assist in interpreting statutes, Department of Education rules and programs, and policies and procedures of the district as they relate to the ESE program.
- \*(31) Assume responsibility for Medicaid billing and audits.

### Technology

- \*(32) Use technology resources effectively.
- \*(33) Use technology to establish an atmosphere of active learning.
- \*(34) Provide students with opportunities to use technology to gather and share information with others.
- \*(35) Facilitate student access to the use of electronic resources.
- \*(36) Explore and evaluate new technologies and their educational impact.
- \*(37) Use technology to review student assessment data.
- \*(38) Use technology for administrative tasks.
- \*(39) Use technology to write IEP's and complete other documents.

## STAFFING SPECIALIST (Continued)

- \*(40) Conduct training of IEP software for new teachers.

### Collaboration

- \*(41) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(42) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student standards.
- \*(43) Maintain effective communication with parents to solicit input in relation to student needs.
- \*(44) Conduct Parent workshops at least every nine weeks.
- \*(45) Interact with parents to enhance the understanding of procedural safeguards and other required paperwork.
- \*(46) Collaborate with peers to create quality instructional environment.
- \*(47) Serve as liaison to outside agencies related to assigned programs or services.
- \*(48) Provide oversight and direction for cooperative planning with other agencies.
- \*(49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

### Staff Development

- \*(50) Conduct personal assessment periodically to determine professional development needs with reference to specific assignment.
- \*(51) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- \*(52) Keep abreast of laws, rules, policies and procedures related to ESE.
- \*(53) Maintain expertise in assigned areas to fulfill position goals and objectives.
- \*(54) Set high standards and expectations and promote professional growth for self and others.
- \*(55) Facilitate the development, implementation and evaluation of training activities in areas of exceptional student education for school based staff.
- \*(56) Promote professional growth activities especially in the areas of exceptional student education.
- \*(57) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(58) Participate in cross-training activities as required.
- \*(59) Participate in data collection of teacher input on administrator's performance assessment program.

### Professional Responsibilities

- \*(60) Exercise a service orientation when working with others.
- \*(61) Respond to inquiries and concerns in a timely manner.
- \*(62) Keep supervisor informed of potential problems or unusual events.
- \*(63) Serve on district committees as assigned or appropriate.
- \*(64) Work closely with district and school staffs to support school improvement initiatives and processes.
- \*(65) Recommend improvements for policies or procedures related to assignment.
- \*(66) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(67) Follow federal and state laws as well as School Board policies.
- \*(68) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(69) Maintain confidentiality regarding school/workplace matters.

**STAFFING SPECIALIST (Continued)**

- \* (70) Represent the district in a positive and professional manner.
- \* (71) Demonstrate support for the school district and its goals and priorities.
- \* (72) Assist in implementing the district's goals and strategic commitment.
- \* (73) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (74) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- (71) Perform other tasks or assigned duties consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \* (72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \* (73) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

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.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.