

SCHOOL DISTRICT OF ESCAMBIA COUNTY**JOB DESCRIPTION****COORDINATOR I – PROGRAM PLANNING****QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Currently posses or be eligible for a Florida Teaching Certificate in an area of Exceptional Student Education and Certification in Administration and Supervision or Educational Leadership.
- (3) Minimum of five (5) years experience in Exceptional Student Education (ESE).
- (4) 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:

Knowledge of federal, state and local laws, statues and procedures pertaining to program for exceptional students. Knowledge of educational theories, principles, practices and techniques related to exceptional student education. Knowledge of current administration and supervision theories, principles and practices related to school programs and management as related to Exceptional Student Education (ESE). Knowledge of school finance and budgeting, to include specific rules for ESE, FEFP and transportation funding. Knowledge of evaluation systems techniques and instruments, their purpose, appropriate application and interpretation of results. Ability to intervene appropriately during crisis situations. Effective oral and written communication skills, including problem solving, conflict resolution and mediation in working with a variety of stakeholders. Ability to collect, analyze and interpret data. Technology skills appropriate for modern office operation; such as, word processing, telecommunications use, spreadsheet data collection and information management.

REPORTS TO:

Director I – Special Education

JOB GOAL

To assist in the provision of appropriate programs for exceptional students and to provide assistance to exceptional student education personnel in performing duties of instruction to assure effective implementation of policies, procedures and the matrix of services.

SUPERVISES:

Personnel as assigned by the Director

COORDINATOR I – PROGRAM PLANNING (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Monitor and support Exceptional Student Education programs and services, including curriculum development; i.e., FTE projection and staffing allocations; data analysis / recommendations for program development, expansion and materials and equipment needed; conflict resolution and problem solving among stakeholders.
- * (2) Assist in the determination of Free Appropriate Public Education for Exceptional Students by facilitating student transfer / enrollment, identification, eligibility and placement.
- * (3) Manage resources for the ESE Program, including fiscal, material, personnel, technology and equipment as well as support services.
- * (4) Monitor student records for compliance, accuracy and completeness.
- * (5) Research related methods and interpret the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- * (6) Assist in the development of local manuals, procedures and forms to meet federal and state requirements.
- * (7) Assist in scheduling, assigning and evaluating itinerant personnel and support staff.
- * (8) Assist in providing qualified personnel required for the delivery of direct services to ESE students.
- * (9) Assist in developing, implementing and evaluating instructional programs for ESE students.
- * (10) Assist in developing, reviewing and implementing procedures in compliance with Florida Statutes and federal regulations in regard to screening, referral, evaluation eligibility placement, re-evaluation and termination of services.
- * (11) Assist in maintaining the formal data collection system needed in program planning, evaluation and allocation of resources.
- * (12) Recommend, requisition, maintain and oversee the use of materials and equipment necessary for the efficient operation of the District's ESE programs.

Inter /Intra-Agency Communication and Delivery

- * (13) Increase public awareness of existing programs and services by disseminating information to community shareholders regarding ESE programs, resources and training.
- * (14) Provide information regarding evaluation, identification and placement of ESE students along with the dissemination and explanation of procedure safeguards as outlined in federal law.
- * (15) Interact with a variety of stakeholders to give and/or exchange information, resolve problems, provide services, develop contracts and agreements, plan programs, mediate, collect data and answer questions.

COORDINATOR I – PROGRAM PLANNING (Continued)

Professional Growth and Improvement

- * (16) Keep well informed about current trends and best practices in areas of responsibility.
- * (17) Maintain expertise in assigned areas to fulfill program goals and objectives.
- * (18) Promote and support professional growth for self and others.
- * (19) Maintain a network or peer contacts through professional organizations.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (21) Develop or assist in developing the department budget and monitor its implementation.
- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Serve on District, state or community councils or committees as assigned or appropriate.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (27) Provide leadership and direction for assigned areas of responsibility.
- * (28) Set high standards and expectations for self and others.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (31) Facilitate problem solving by individual or groups.

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.

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.

COORDINATOR I – PROGRAM PLANNING (Continued

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 8

Date of Board Approval: August 21, 2001

Date of Approval: October 22, 2002