

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### **SUBJECT AREA SPECIALIST/ESE - PHYSICALLY IMPAIRED (OI, OHI, TBI), VISUALLY IMPAIRED, PHYSICAL THERAPY, OCCUPATIONAL THERAPY, AND ADAPTED PHYSICAL EDUCATION**

#### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) 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.
- (3) Minimum of five years experience in Exceptional Student Education.
- (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 educational theories, principles, practices, and techniques related to exceptional student education. Skills in human relations including recruitment, retention, human dynamics, evaluation, and leadership skills/techniques. Ability to communicate effectively including problem solving, conflict resolution, mediation, and oral and written communication abilities. Knowledge of specific exceptionalities including federal/state/local-laws, rules, regulations, statues and procedures pertaining to the effective operation and management of the specific program(s). Knowledge of school finance and budgeting. Ability to collect, analyze and interpret data. Ability to use technology appropriately for modern office operating such as word-processing, telecommunications use, spreadsheet data collection, and information management. Knowledge of evaluation systems, techniques, and instruments, their purpose, appropriate application, and interpretation of results. Knowledge of curriculum development, design, researches, implements, and evaluates curriculum products, models, and components as well as developing unique products for non-traditional programs. Knowledge of staff development rules, locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate for effectiveness and carry over. Ability to develop district procedures to comply with and compliment existing federal, state, and local laws/rules/regulations/policies/and guidelines in order for programs to operate as intended/prescribed. Ability to consult and collaborate with parents and educators related to Exceptional Student Education services. Ability to ensure appropriate programs for exceptional students.

**REPORTS TO:** Director of Exceptional Student Education

#### **JOB GOAL**

To coordinate the management and the instruction of the Physically Impaired, Visually Impaired, Physical Therapy, Occupational Therapy, and Adapted Physical Education.

#### **SUPERVISES:**

- (1) Exceptional Education Teachers
- (2) Itinerant Teachers for Adapted P.E., Occupational/Physical Therapists, and Vision Itinerant Teachers
- (3) Educational Support Personnel: one secretary and one special teacher assistant

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**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Curriculum development, review, implementation.
- \* (2) Supervision of teachers in the program (including: recruitment, interviewing, hiring, evaluation, staff development, assigning to site and job responsibilities, completing leave and travel forms, etc.
- \* (3) Program management – projections for FTE and staffing allocations, analyze data to make recommendations for program development, expansion, and materials/equipment needs
- \* (4) Conflict resolution – among parent, teachers, administration, schools-mediate and problem solve in controversial situations.
- \* (5) Facilitate student transfer/enrollment/identification-eligibility and placement, assists in the determination of F.A.P.E. (Free Appropriate Public Education) for ESE students.
- \* (6) Manage resources for the program-fiscal, material, personnel, technology, equipment, and support services.
- \* (7) Monitor student records for compliance, accuracy, and completeness.
- \* (8) Assume other responsibilities as assigned by Director.

**Inter / Intra-Agency Communication and Delivery**

- \* (9) Serve as liaison to the Florida Department of Exceptional Student Education as assigned.
- \* (10) Disseminate information to community shareholders regarding ESE programs, resources, and training.
- \* (11) Increase public awareness of existing programs and services. Provide 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.
- \* (12) On a continuous basis, the ESE Subject Area Specialist will have personal contact with: co-workers, 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).
- \* (13) Maintain 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.
- \* (14) Respond to inquiries or concerns in a timely manner.
- \* (15) Keep the Director informed about potential problems or unusual events.

**Professional Growth and Improvement**

- \* (16) Facilitate the development, implementation and evaluation of staff development activities in content or program area.
- \* (17) Keep well informed about current trends and best practices in program areas.
- \* (18) Keep abreast of federal and state laws, rules and policies relevant to assigned area.
- \* (19) Set high standards and expectations for self and others.
- \* (20) Conduct needs assessments to assist in coordinating professional development training to assist the District.
- \* (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (22) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

**Systemic Functions**

- \* (23) Assist in maintaining appropriate coordination among the various ESE programs.
- \* (24) Prepare and submit required reports and maintain appropriate records.
- \* (25) Serve on District, state or community councils or committees as appropriate or assigned.

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- \* (26) Support the goals and priorities of the District.
- \* (27) Represent the District in a positive and professional manner.
- \* (28) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (29) Establish or assist in establishing goals and objectives for programs or projects.
- \* (30) Support and participate in the implementation of the District's Strategic Plan.
- \* (31) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (32) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
- \* (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

**PHYSICAL REQUIREMENTS:**

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.

**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.

**\*Essential Performance Responsibilities**

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 12**

**Date of Board Approval:**

**Date of Revision: May 17, 2005**