

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SUBJECT AREA SPECIALIST/ESE – SPECIFIC LEARNING DISABILITY (SLD)

QUALIFICATIONS:

- (1) **Masters Degree from an accredited educational institution**
- (2) **Currently hold or eligible for Florida certification in one area of Exceptional Student Education.**
- (3) **Certification in Administration and Supervision, Educational Leadership, or School Principal**
- (4) **Minimum of five years experience in Exceptional Student Education**

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of educational Theories, principles, practices, and techniques related to exceptional student education. Knowledge of Human Relations – including recruitment, retention, human dynamics, evaluation, and leadership skills/techniques. Knowledge of working with the public, and intervene during crises. Knowledge of current Administration and Supervision theories, principles, and practices related to school programs and management. Use of effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication abilities. 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). Knowledge of school finance and budgeting and ability to collect, analyze and interpret data. Technology skills appropriate 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.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

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

SUPERVISES:

Exceptional Student Teachers
Itinerant personnel
Assigned support personnel

**SUBJECT AREA SPECIALIST/ESE – SPECIFIC LEARNING
DISABILITY (SLD) (continued)**

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Curriculum development – design, researches, implements, and evaluates curriculum products, models, and components as well as developing unique products for non-traditional programs.
- * (2) Staff Development activities: locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate for effectiveness and carry over.
- * (3) 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.
- * (4) Advise site-based administration and staff in the implementation of special programs.
- * (5) Consult and collaborate with parents and educators related to Exceptional Student Education services. Ensure appropriate programs for exceptional students.
- * (6) The ESE Subject Area Specialist must use considerable judgment in researching related methods and interpreting the appropriate application of those policies and procedures; make 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. This includes 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.
- * (7) Monitor and support the specific Learning Disability program in the school district.

Inter / Intra-Agency Communication and Delivery

- * (8) Disseminate information to community shareholders regarding ESE programs, resources, and training. 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 laws.
- * (9) Consult/collaborate with co-workers, teachers, parents, school-based administration, district administration and staff, supervisors, and supervisees. Communicate 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).

SUBJECT AREA SPECIALIST/ESE – SPECIFIC LEARNING

DISABILITY (SLD) (continued)

- * (10) Have 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 effect the interpretation of all guidelines listed above.

Professional Growth and Improvement

- * (11) Facilitate the development, implementation and evaluation of staff development activities in content service or project areas.
- * (12) Keep well informed about current trends and best practices in content, service or project area.
- * (13) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (14) Set high standards and expectations for self and others.
- * (15) Conduct needs assessments, provide awareness activities and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
- * (16) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (17) Model principles of learning and effective teaching instructional delivery.
- * (22) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

Systemic Functions

- * (23) Resolve conflicts that arise by determining approaches to be taken and methodology to be used.
- * (24) Develop, review, and implement procedures in compliance with Florida Statues and Federal Regulations in regards to screening, referral, evaluation, eligibility, placement, re-evaluation and termination of services.
- * (25) Maintain the formal data collection system needed to assist in program planning, evaluation, and allocation of resources.
- * (26) Assist in maintaining appropriate coordination among the various programs related to instructional services.
- * (27) Prepare and submit required reports and maintain appropriate records.
- * (28) Serve on District, State or Community councils or committees as appropriate or assigned.
- * (29) Support the goals and priorities of the District.
- * (30) Represent the District in a positive and professional manner.
- * (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**SUBJECT AREA SPECIALIST/ESE – SPECIFIC LEARNING
DISABILITY (SLD) (continued)**

- *(32) Undertake all aspects related to providing qualified personnel required for the delivery of direct services to students.
- *(33) Provide leadership in developing, implementing, and evaluating the instructional program for exceptional students in Escambia County.

Leadership and Strategic Orientation

- *(34) Establish or assist in establishing goals and objectives for programs or projects.
- *(35) Support and participate in the implementation of the District's Strategic Plan.
- *(36) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(37) Serve as member of the instructional services team.
- *(38) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
- *(39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

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.

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.

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: March 19, 2002

Date of Revision: October 22, 2002