

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Coordinator Exceptional Education

## GENERAL DESCRIPTION

The essential function of the position within the organization is to provide coordination and leadership in the development, implementation and supervision of special education instruction and related services. The position is responsible for supervising and assisting in the supervision of professional and administrative staff, coordinating assigned ESE programs and services, ensuring District compliance with state and federal laws pertaining students with disabilities, and performing related work as assigned. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides leadership and coordination in the development, implementation and supervision of the District's programs for Exceptional Student Education.

Supervises the work and services of subordinate staff, including selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and recommending termination; plans and coordinates appropriate staff orientation and development activities; provides training in maintaining compliance with federal and state requirements, best practices, data reporting and other guidelines.

Assists in developing and implementing ESE program policies and procedures; establishes and monitors progress toward program goals and objectives.

Monitors and approves program expenditures and prepares related reports.

Develops and/or evaluates programs and instruction for Pre-K, SLD, EH, autistic, mentally handicapped, and other special services; visits schools to coordinate services.

Seeks, secures and administers or assists in administering grants for program and project funding.

Assists in ensuring program compliance with state and federal regulations pertaining to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and other legislation.

Coordinates the identification, evaluation and placement of students into and out of ESE programs.

Manages and maintains the Districts IEP database.

Assists in the selection of materials and equipment used in ESE programs.

Evaluates department programs and services and makes adjustments as necessary to maximize program effectiveness.

Serves as a professional resource to parents, teachers, staffing specialists, guidance counselors, principals and other staff; facilitates group meetings to ensure equity of services and supports as well as unity and team work.

Interprets the District's ESE program and related policies to the general public.

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Maintains required data on ESE students and submits reports to the supervisor, District Superintendent, State Department of Education and/or other appropriate persons or agencies as required.

Researches, compiles data for and prepares various other statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/or decision-making purposes.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, ordering supplies.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

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## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the*

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*position.*

Requires a minimum of a master's degree in education or educational leadership.

**Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver's license.

Requires state of Florida teacher certification.

**Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to traffic.

**Sensory Requirements:**

*"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

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**Reports To:**

Executive Director/Department Supervisor

**Supervises:**

None

PAY GRADE: From: AT38A1 To: AT38O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016