

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXCEPTIONAL STUDENT EDUCATION COMPLIANCE COORDINATOR

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: District-Wide**

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education (ESE) and a minimum of one core content area.
- Minimum of three (3) years successful experience as an Exceptional Student Education (ESE) liaison or staffing specialist in another Florida school district or similar job responsibilities in another state.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of ESE students and their disabilities as well as knowledge of local, state, and federal ESE guidelines.
- Knowledge of Full Time Equivalent (FTE) reporting and data compliance.
- Ability to provide in-service training.

**REPORTS TO:**

ESE Director/Cost Center Head or Designee

**JOB OBJECTIVE:**

To assure compliance of required local, state, and federal documentation as relates to Individuals with Disabilities Education Act (IDEA) and ESE students; Coach and train school-based ESE Instructional Facilitators (EIF); and to assist schools with understanding the process for designing and implementing instruction for Students with Disabilities (SWD) and/or presenting educational risk.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Oversee the FTE process and data collection and reporting at selected school sites,
- Monitor indicators related to State Performance Plan/Annual Performance Report (SPP/APR), formerly known as LEA Profile.
- Assist with the development and/or implementation of district policies and procedures for Exceptional Student Education (ESE) to meet federal, state, and local regulations.
- Develop and provide appropriate training and in-service activities for new staff to ensure compliance with the district's policies and procedures for students with disabilities.
- Meet regularly with school based EIF to review compliance needs.
- Communicate regularly with school-based administrator regarding compliance updates.
- Run and monitor Early Warning Sign (EWS) indicators and school-based reports regularly for assigned schools and share with EIF and administrators.

## **EXCEPTIONAL STUDENT EDUCATION COMPLIANCE COORDINATOR (Continued)**

- Provide ongoing support, training, technical assistance, coaching, and guiding of current ESE Instructional Facilitators (EIF).
- Conduct eligibility and IEPs for non-enrolled students.
- Serve as District representative at intake of IEP/SP meetings, as directed for out of state, PreK, unenrolled Family Empowerment, etc.
- Review of IEPs and assisting with recommendations for placement of students transferring into the district.
- Assist in activities related to FDOE required self-assessments and audits.
- Assist in development/delivery of training for updates for in state requirements.
- Review documentation related to graduation requirements, including End of Course Assessment Waivers, Deferrals, etc.
- Facilitate transition process for student change of placement to a specialized program, separate day school, or school change.
- Write and update Service Plans and communicate updates with district registrar.
- Review and provide feedback to schools regarding IEP process and procedures including but not limited to IEP components, eligibility process, etc.
- Attend IEP meetings as necessary.
- Facilitate IEP meetings as directed.
- Collect, gather, and prepare records for dispute and resolution processes.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress code rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationship with staff, students, and parents.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, students, and parents.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **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.

Additional contracted summer months may be required

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.

### **Job Description Supplement No. 07**