

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXCEPTIONAL STUDENT EDUCATION COMPLIANCE LIAISON

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education.
- (3) Minimum of five (5) years successful experience as an Exceptional Student Education (ESE) liaison or staffing specialist in another Florida school district.

**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 FTE reporting and data compliance. Ability to provide in-service training.

**REPORTS TO:**

Principal/Cost Center Head or Designee

#### JOB GOAL

To assure compliance of required local, state, and federal documentation as relates to ESE students.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Audit ESE records for compliance purposes at selected school sites.
- \* (2) Oversee the FTE process and data collection and reporting at selected school sites.
- \* (3) Monitor to ensure that all necessary ESE procedures and documentation are fulfilled.
- \* (4) Provide training for new ESE teacher orientation in regard to IEP compliance procedures.
- \* (5) Participate in the provision of training and in-servicing of new ESE Liaisons.
- \* (6) Participate in the ongoing training of current ESE Liaisons.
- \* (7) Provide coaching and technical assistance to ESE teachers on the design of IEPs.
- \* (8) Provide feedback, ideas, and observations in areas such as classroom and behavior management, and methods of instruction.
- \* (9) Support and provide assistance to school based ESE liaisons in the provision of FAPE to ESE students.
- \* (10) Conduct IEP meetings, as directed.
- \* (11) Serve as District representative at IEP meetings, as directed.
- \* (12) Refer students to the District CARE team for review.
- \* (13) Serve as chairperson for District CARE.
- \* (14) Facilitate the Hospital/Homebound process for selected schools.
- \* (15) Refer ESE students for medical or psychiatric evaluations.
- \* (16) Provide assistance, information, and training to parents of ESE students.
- \* (17) Demonstrate initiative in the performance of assigned responsibilities.
- \* (18) Provide for a safe and secure workplace.
- \* (19) Model and maintain high ethical standards.
- \* (20) Follow attendance, punctuality, and proper dress code rules.
- \* (21) Maintain confidentiality regarding school matters.
- \* (22) Maintain positive relationship with staff, students, and parents.

**EXCEPTIONAL STUDENT EDUCATION LIAISON (continued)**

- \* (23) Participate in workshops and training sessions as required.
- \* (24) Communicate effectively with staff, students and parents.
- \* (25) Keep supervisor informed of potential problems or unusual events.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Prepare all required reports and maintain all appropriate records.
- \* (28) Follow all School Board policies, rules, and regulations.
- \* (29) Exhibit interpersonal skills to work as an effective team member.
- \* (30) Demonstrate support for the School District and its goals and priorities.
- \* (31) 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 EMPLOYMENTS:**

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.

**Job Description Supplement No. 07**

\*Essential Performance Responsibilities