

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXCEPTIONAL STUDENT EDUCATION LIAISON

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certification in Exceptional Student Education, Guidance, School Psychology, School Social Worker.
- (3) Minimum of three (3) years successful experience as an Exceptional Student Education (ESE) teacher, Guidance Counselor, School Psychologist, or School Social Worker.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic understanding of ESE students and their disabilities. Knowledge of staffing requirements into ESE programs. Knowledge of local, state and federal ESE guidelines. Knowledge of district selected research based instructional materials. Knowledge of district curriculum. Ability to interface with school personnel and parents.

**REPORTS TO:**

Principal/Designee

#### JOB GOAL

To assure proper placement of exceptional education students in accordance with local, state and federal guidelines.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as Local Education Agency (LEA) representative at ESE staffings.
- \* (2) Provide services to regular staff members who work with mainstreamed ESE students.
- \* (3) Provide assistance and information to parents of ESE students.
- \* (4) Provide Crisis Intervention Services to all ESE staff and students as needed.
- \* (5) Serve as a resource to the guidance department when needed.
- \* (6) Provide classroom observation for students being considered for ESE placement.
- \* (7) Conduct the staffing process and ensure that required procedures related to evaluation, eligibility, and service delivery for students with disabilities [and documentation] are fulfilled.
- \* (8) Provide training for ESE teachers on the computerized IEP system and IEP development including measurable goals.
- \* (9) Provide training for ESE teachers on the process of using assessment to guide the direct instruction of ESE students.
- \* (10) Provide training for ESE teachers on the use of district selected research based materials.
- \* (11) Coordinate articulation between departments, schools and/or agencies for ESE students.
- \* (12) Coordinate ESE transportation for the school site.
- \* (13) Maintain accurate ESE records for auditing purposes.
- \* (14) Schedule and conduct student eligibility staffings.
- \* (15) Schedule and conduct initial IEP/placement meetings.

**EXCEPTIONAL STUDENT EDUCATION LIAISON (continued)**

- \* (16) Assist with FTE process and data collection.
- \* (17) Assist with scheduling of ESE students.
- \* (18) Transition incoming ESE transfer students.
- \* (19) Serve as a Children at Risk in Education(CARE) team member for the school site.
- \* (20) Assist with parent-teacher conferences as requested.
- \* (21) Facilitate the referral of students for medical or psychiatric evaluation.
- \* (22) Orient new ESE teachers to ESE curriculum, classroom management and IEP development.
- \* (23) Be willing to serve as a SCIP mentor to new ESE teachers.
- \* (24) Demonstrate initiative in the performance of assigned responsibilities.
- \* (25) Provide for a safe and secure workplace.
- \* (26) Model and maintain high ethical standards.
- \* (27) Follow attendance, punctuality and proper dress rules.
- \* (28) Maintain confidentiality regarding school matters.
- \* (29) Maintain positive relationships with staff, students and parents.
- \* (30) Participate in workshops and training sessions as required.
- \* (31) Communicate effectively with staff, students and parents.
- \* (32) Keep supervisor informed of potential problems or unusual events.
- \* (33) Respond to inquiries and concerns in a timely manner.
- \* (34) Prepare all required reports and maintain all appropriate records.
- \* (35) Follow all School Board policies, rules and regulations.
- \* (36) Exhibit interpersonal skills to work as an effective team member.
- \* (37) Demonstrate support for the School District and its goals and priorities.
- \* (38) 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.

\*Essential Performance Responsibilities