

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION INSTRUCTION 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 and a minimum of one core content area.
- (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 and to assist teachers with issues relative to designing and implementing instruction for students with disabilities and/or presenting educational risk.

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/SP (service plans) 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/SP.
- *(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 Monitors and provides consultation on the use of instructional strategies for students at risk and SWD.
- *(10) Conduct IEP/SP meetings, as directed.
- *(11) Serve as District representative at IEP/SP meetings, as directed.
- *(12) Refer students to the District CARE team for review.
- *(13) Serve as chairperson for District CARE.
- *(14) Provide temporary support to schools.
- [*(14) Facilitate the Hospital/Homebound process for selected schools.]
- [*(15) Refer ESE students for medical or psychiatric evaluations.]
- *(15) Provide assistance, information, and training to parents of ESE students.
- *(16) Demonstrate initiative in the performance of assigned responsibilities.

School Board Approved April 15, 2008, Revised April 5, 2011

EXCEPTIONAL STUDENT EDUCATION LIAISON (continued)

- [*(18) Provide for a safe and secure workplace.]
- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality, and proper dress code rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Maintain positive relationship with staff, students, and parents.
- *(21) Participate in workshops and training sessions as required.
- *(22) Communicate effectively with staff, students and parents.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies, rules, and regulations.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- *(29) 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