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**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Staffing Specialist/Exceptional Student Education
Reports to: Program Director of ESE or Designee

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage or endorsement in an Exceptional Student Education area. Administration/Supervision or Educational Leadership certification preferred and have five (5) years of full time teaching experience. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To identify and place eligible students into appropriate education programs for exceptional students.

Essential Duties and Responsibilities:

1. Serve as local educational agency representative in all placement conferences (initial, restaffing, dismissal). This includes:
 - a. Reviewing referral and evaluation date;
 - b. Securing and disseminating additional information;
 - c. Planning, scheduling, and conducting conferences;
 - d. Provide follow-up work on committee recommendations;
 - e. Provide all documentation as required by the district.
2. Facilitate the development and implementation of appropriate curriculum in Exceptional Student Programs.
3. Serve as resource to teacher in ESE Programs for the provision of the following:
 - a. Selection of appropriate instructional materials and equipment;
 - b. Effective instructional techniques for behavior management in ESE classrooms;
 - c. Staff development;
 - d. Implementation of district procedures policy (pupil progression, discipline, etc.);
 - e. Facilitate the inclusionary model for appropriate exceptional students.
4. Provide the ESE Program Director or Designee with current and accurate records regarding the following.
 - a. Child count data
 - b. FTE projection and verification
 - c. Case management status
5. Abides by all policies of the Okaloosa County School Board.
6. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation by the Program Director of ESE or Designee in accordance with the Master Contract, local policies, and state law.