

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0211
 Pay Grade: Instructional

FLSA: Exempt

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION (COMPLIANCE)
<p>REPORTS TO: Exceptional Student Education Specialist, Compliance</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university. State certification in Exceptional Student Education (ESE). Demonstrated knowledge of state and federal law and Exceptional Student Education compliance. Three (3) years' experience in a compliance-related position.</p> <p>PREFERRED: Experience developing and delivering training. Trained in meeting facilitation.</p>
MAJOR FUNCTION
<p>Assists the ESE Specialist, Compliance in the development, implementation and coordination of compliance-related tasks, attendance at meetings and overall improvement efforts.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Oversees and coordinates state Department of Education monitoring activities. • Completes state complaint investigation tasks. • Participates in mediation meetings. • Participates in and coordinates ESE staff representation in District Threat Assessment meetings. • Demonstrates positive interactions with all stakeholders. • Collaborates with compliance staff to ensure compliance with all FTE reporting for survey weeks. • Coordinates compliance training including the development of agendas, training materials and yearlong training calendar. • Regularly schedules review of data and use of the data to ensure overall systematic compliance improvement. • Weekly review of legal cases, changes to State Board Rule, Federal Regulations, policy and procedural matters. • Participates in the development of the Pinellas County ESE Manual document and communicates procedures to all school and district personnel. • Conducts formal and informal needs assessments with stakeholder groups, including principals, ESE and general education teachers, related service providers, parents and community members. • Plans, conducts and/or facilitates and evaluates professional development for all school-based and district personnel, parents and community members involved in the education of students with disabilities and gifted students. • Collaborates with the compliance office to communicate IDEA and state requirements to all stakeholders, producing brochures, website information, etc. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 3/28/22 LM; BOARD APPROVED: 4/26/22</p>

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION (COMPLIANCE)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Exceptional Student Education (Compliance) – Instructional