

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION (HOSPITAL/HOMEBOUND)
<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 curriculum, instruction and assessment.</p> <p>PREFERRED: Experience working with Hospital/Homebound programs and services. Experience with scheduling, compliance and providing Specially Designed Instruction.</p>
MAJOR FUNCTION
<p>The Coordinator, Exceptional Student Education (Hospital Homebound) is responsible for implementation of Hospital Homebound processes and procedures. Work includes collaboration with schools to assign Hospital Homebound teachers, oversee transitions between zoned schools and Hospital Homebound service providers.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Provides recommendations for ESE staffing model and service delivery. • Ensures that all IEPs and Medical documents are valid and in compliance. • Collaborates with building administrators and school staff to support the alignment of curriculum, instruction, and assessment to support highest student achievement for students with disabilities and gifted students. • Collaborates with general education specialists and staff within Teaching and Learning Services and departments within Pinellas County Schools. • 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. • Participates in the development of the Pinellas County Special Programs and Procedures document and communicates procedures to all school and district personnel, including Procedural Safeguards and referral/eligibility/IEP processes. • Assists schools in the decision-making process required for determining accommodations for students with disabilities participating in standard assessment. Supports schools in the alternative assessment process. • Provides recommendations for ESE curriculum and supplemental instructional materials • Provides support to schools in the development of appropriate service delivery models for students with disabilities and gifted students. • Serves as liaison between the school and the home for the delivery of instructional services to students who qualify for homebound services in general or special education. • Collaborates with the classroom teacher concerning any educational needs of a student. • Works with personnel at each school to reintegrate children who are presently out-of-school due to medically related conditions. • Assists schools in implementing all processes required for the FTE survey weeks. • Assists with required state or federal compliance monitoring activities • Supervises accurate reporting of students during FTE survey weeks. • Serves as Local Education Agency (LEA) representative, as required. • Performs other related duties as assigned.

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TERMS OF EMPLOYMENT

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.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/13/21 LM; BOARD APPROVED: 04/27/21

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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. Lift objects weighing up to 20 pounds	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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 (Hospital/Homebound) – Instructional