



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8237
Pay Grade: E04

FLSA: Exempt

COORDINATOR, EXCEPTIONAL STUDENT EDUCATION SERVICES
REPORTS TO: Executive Director, Exceptional Student Education
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university in the field of Education. Florida certification in, or eligible for, Exceptional Student Education (ESE) or other related area. Demonstrated knowledge of state and federal law pertaining to exceptional student education. Three (3) years of related professional experience.
MAJOR FUNCTION
Responsible for the coordination of educational placement and appropriate services for students with disabilities, working with the Transportation and Student Assignment departments. Work is performed independently and is reviewed through observation and evaluation.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Communicates with the Transportation Department, School Assignment, and school staff to ensure appropriate programs and services are assigned and/or provided to students with disabilities.• Works with the Transportation Department and the Health Services Department to ensure safety for students accessing specialized transportation including routing and logistics.• Coordinates with the Transportation Department and district personnel to design, deliver, and monitor professional development for transportation staff transporting and supervising students on the bus and/or vehicle with disabilities, including medically fragile students and students requiring behavior plan support.• Coordinates with the Transportation Department to develop and revise as needed procedures and processes to appropriately address the health care, safety, and behavioral needs of students with disabilities accessing transportation, including specialized transportation.• Regularly schedules review of data and use of data to ensure overall systematic documentation of student specialized transportation needs.• Monitors unit allocation resources for ESE programs.• Works with the Budget Department and district personnel to ensure appropriate units are assigned to meet the needs of the students.• Reviews all out of district and state student records to determine appropriate placement for students with disabilities new to the district.• Interacts directly with families of students who attend private and/or home education programs seeking Child Find, re-evaluations, and/or revision of IEP/Matrix.• Communicates with families to assist with placement of students and determines any special circumstances impacting placement decisions.• Communicates with school-based and compliance staff regarding FTE reporting for survey weeks related to transportation.• Stays informed on current policies and procedures on any changes impacting compliance and updates district personnel as appropriate.• Monitors records to ensure consistent and ongoing compliance with federal, state and district mandates and participates in investigations as needed.• Oversees and coordinates Department of Education monitoring activities.• Represents the district on selected committees related to special services, education, student assignment and transportation of students with disabilities.• Maintains a program of good public relations through cooperation with other district and school personnel and participation in appropriate local, state, and national organizations.• Participates in the development of the Pinellas County ESE Manual document and communicates procedures to all school and district personnel.

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Demonstrates positive interactions with all stakeholders.• 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
ISSUED: 04/23/24 PT; BOARD APPROVED: 05/14/24

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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 Services - PTS