

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 8234
Pay Grade: E07

FLSA: Exempt
PTS

EXCEPTIONAL STUDENT EDUCATION SPECIALIST (HOSPITAL/HOMEBOUND)

REPORTS TO:

Executive Director, Exceptional Student Education

SUPERVISES:

Instructional Staff
Support Staff

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Exceptional Student Education, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching experience in ESE. Demonstrated organizational and communication skills.

PREFERRED:

Certification in Administration/Supervision, Educational Leadership, or School Principal.

MAJOR FUNCTION

Exceptional Student Education (ESE) Specialists are responsible for providing support to schools to ensure that students with disabilities demonstrate increased participation and performance in the standard or special diploma curriculum, statewide assessment, and accountability systems. Specialists assist schools in demonstrating full and satisfactory implementation of the individuals with Disabilities Education Act (IDEA) and implementing the No Child Left Behind (NCLB) requirements. Supervisors provide leadership in the development and implementation of the ESE Strategic Plan that is aligned to the District Strategic Plan. Individual supervisors may be responsible for implementation of Department of Education grants, e.g., Florida Inclusion Network (FIN), Pre-K Entitlement).

ESSENTIAL RESPONSIBILITIES

- Serves as IDEA Team Leader and/or member of ESE Leadership Team.
- Provides leadership in the development and implementation of the ESE Strategic Plan that is aligned to the District Strategic Plan and the State Performance Plan.
- Allocates resources, e.g. personnel and budget, to align with the implementation of the ESE Strategic Plan.
- Provides recommendations for ESE staffing model and service delivery.
- 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 supervisors and staff within Curriculum and Instruction and departments within Pinellas County Schools.
- Collaborates with private schools and community agencies involved in the education of students with disabilities and gifted students.
- Collaborates with the Department of Education, including grant staff, regarding implementation of State initiatives.
- May serve as specific program representative to the Department of Education.
- Supervises ESE district staff and IDEA team members, including but not limited to, resource teachers, educational diagnosticians, and district wide and itinerant teachers and therapists.
- May be responsible for developing and monitoring project budgets, e.g., FIN, PreK entitlement.
- Conducts formal and informal needs assessments with stakeholder groups, including principals, ESE and general education teachers, related service providers, parents, and community members.

EXCEPTIONAL STUDENT EDUCATION SPECIALIST (HOSPITAL/HOMEBOUND)

ESSENTIAL RESPONSIBILITIES (Continued)

- Uses needs assessment results to identify customer requirements and incorporate them into the ESE Strategic Plan.
- Assesses customer satisfaction and plans for improvements.
- 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.
- Systematically shares data with schools to assist school staff in the monitoring the achievement of students with disabilities and gifted students and the schools' satisfactory implementation of IDEA and No Child Left Behind (NCLB).
- 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 and parents with response to complaint procedures, including informal parent complaints, formal state or federal complaints, mediation, and due process hearings.
- Provides direction to schools in aligning curriculum, instruction, and assessment for both standard and special diploma seeking students.
- 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.
- Develops processes to monitor the achievement of students with disabilities and gifted students.
- Assists schools in implementing all processes required for the FTE survey weeks.
- Assists with required state or federal compliance monitoring activities.
- Participates in relevant professional organizations.
- Manages the Hospital/Homebound Program.
- Serves as building administrator for the hospital/homebound program.
- Supervises all instructional and support personnel, including interviews, recommendations, evaluations, induction of new personnel, Individual Professional Development Plan (IPDP), assignment of duties, substitutes and payroll.
- Maintains records and necessary reports for efficient operation of school and compliance with federal, state and local requirements.
- Manages school budgets, including instructional materials, technology, discretionary, Medicaid, and IDEA funds.
- Supervises the ordering, maintenance, and inventorying of textbooks, instructional materials, and equipment.
- Supervises all student-related processes (PK-12, general and special education), including eligibility/discontinuation, course selection, scheduling, tele-class/itinerant instruction, grading, high school exams, Florida Comprehensive Assessment Test (FCAT) and Florida Alternative Assessment (FAA) administration.
- Supervises accurate reporting of students during FTE survey weeks.
- Serves as Local Education Agency (LEA) representative, as required.
- Performs other related duties as assigned.

EXCEPTIONAL STUDENT EDUCATION SPECIALIST (HOSPITAL/HOMEBOUND)

| TERMS OF EMPLOYMENT |
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| <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: 4/92 BMP; BOARD APPROVED: 5/13/92; REVISED: 7/93 BMP (D&R ONLY); REVISED: 11/96 PBL; BOARD APPROVED: 8/26/97; REVISED (MQ'S): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MF and D & R) 2/01 PBL; CHANGED D&R & MQ'S: 2/04 AK; BOARD APPROVED: 2/24/04; REVISED (MF and D&R) 4/04 AK; REVISED PREFERRED 7/05 LMCK; REVISED D&R: 5/07 AK; REVISED MF, D & R, PREFERRED, 10/10/08 LMCK; REVISED D & R, PQ'S, 7/09 RAS; REVISED MQs 04/12/21, LM; BOARD APPROVED: 04/27/21</p> |

EXCEPTIONAL STUDENT EDUCATION SPECIALIST (HOSPITAL/HOMEBOUND)

| 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 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 | | | | |