

EXCEPTIONAL STUDENT EDUCATION SERVICES COACH
<p>REPORTS TO: Principal Assistant Principal</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university in Exceptional Student Education or related field. Florida Certification in Exceptional Student Education or related field. Three (3) years of related professional experience.</p> <p>PREFERRED: Master's degree from an accredited college or university in Education or related field.</p>
MAJOR FUNCTION
<p>Coordinates the Exceptional Student Education (ESE) referral, placement, reevaluation, and registration process within a school. Serves as Local Education Agency (LEA) representative at staffing and Individual Education Plan (IEP) meetings and assists the principal in interpreting programs and placements for parents. Supports instructional practices and assists with district, state and federal records maintenance and review.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Acts as the family/school liaison and lead point of contact for students and family members or guardians. • Connects families and students with community agencies and resources supporting school aged and post-secondary programming and opportunities. • Monitors and supports instructional strategies and accommodations provided to students with disabilities in general education and ESE settings, ensuring appropriate accommodations and service delivery models. • Facilitates with ESE personnel; eligibility determination, Transition IEP meetings, as well as assessment and matrix of services for individual students as required. • Collaborates with the school team to implement best practices of data collection, analysis, inclusive practices, and responsible instructional decisions for students with disabilities. • Coordinates with ESE personnel to improve, refine and develop staffing procedures in accordance with federal and state laws. • Demonstrates thorough knowledge of the ESE Handbook procedures. • Explains and models Procedural Safeguards for school staff and parents. • Demonstrates knowledge of conflict resolution options and meeting facilitation skills. • Monitors cohorts on a regular basis to ensure quality of specially designed instruction and on-track student performance. • Coordinates articulation meetings for ESE students moving from one school level to another. • Assists schools in monitoring the accuracy of all data reported in the Student Information System in preparation for FTE survey weeks. • Demonstrates knowledge of all applicable laws and rules including IDEA, Florida State Board Rule, School Board policy, and Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students. • Coordinates the planning and scheduling of ESE students. • Collaborates with specialized clinical services staff on the needs of ESE students. • Attends regularly scheduled district meetings.

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ESSENTIAL RESPONSIBILITIES (Continued)

- Monitors the accuracy of IEPs and matrices in individual student folders completed by school staff
- Assists in monitoring schools' progress toward the State Performance Plan Indicators and completing specific Systemic Corrective Action Plan protocols and activities.
- Demonstrates knowledge of Access Points for State Standards and in curriculum and resources for Access Instruction.
- Provides professional development for school staff in all ESE-related activities.
- Oversees and monitors cooperative consultation, on-the-job training, career assessment, and vocational and transition planning.
- Utilizes the compliance database system to record data.
- Performs other related duties as assigned.

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: 04/23/24 PT; BOARD APPROVED: 05/14/24

EXCEPTIONAL STUDENT EDUCATION SERVICES COACH

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				

Exceptional Student Education Services Coach – Instructional