

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT – VARYING EXCEPTIONALITIES  
SPECIALIST – SECONDARY**

**REPORTS TO:**

Site-Based Administrator  
AND/OR  
ESE IDEA Team Leader

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Possession of a valid Florida Department of Education teaching certificate with certification in an ESE field and three (3) years related professional experience. Demonstrated ability in effective oral and written communication skills, group presentation skills, classroom activities, instructional strategies, and strategic planning as they pertain to ESE programs. Demonstrated knowledge of assessment/diagnostic techniques and technology skills. Demonstrated knowledge of ESE policies and procedures.

**PREFERRED:**

Master's degree

**MAJOR FUNCTION**

Coordinates the Exceptional Student Education (ESE) referral, placement, reevaluation, and registration process within the school. Serves as Local Education Agency (LEA) representative at staffing and IEP meetings and assists the principal in coordinating all ESE functions within the school.

**ESSENTIAL RESPONSIBILITIES**

- Serves as member of Individuals with Disabilities Education Act (IDEA) teams and liaison with local agencies
- Serves as a resource to school staff in the provision of a free appropriate public education for all students with disabilities
- Serves as liaison between the principal and district ESE staff
- Demonstrates knowledge of appropriate accommodations and service delivery models for all students with disabilities
- Demonstrates thorough knowledge of the ESE Handbook procedures
- Conducts eligibility determination, Individual Education Plan (IEP), Service Plan, and Gifted Educational Plan meetings; and completes Matrix of Services for individual students as required
- Explains and models Procedural Safeguards for school staff and parents
- Demonstrates knowledge of conflict resolution options and meeting facilitation skills
- Provides coaching and mentoring to school staff
- Coordinates registration meetings for ESE students moving from one level to another (middle to high school, etc.); and assists counselors in the scheduling of ESE students
- 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

**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 Correction Action Plan protocols and activities
- Demonstrates knowledge of Access Points for the Next Generation Sunshine State Standards for students pursuing a special diploma
- Provides professional development for school staff in all compliance-related activities
- Pursues own professional development related to job responsibilities
- May conduct classroom observations to assist in supporting teachers in student assessment, progress monitoring, and intervention integrity
- Coordinates cooperative consultation, on-the-job training, career assessment, and vocational and transition planning
- Provides case management duties for half-of-a-teacher case load
- Utilizes the compliance database system to record data
- Performs other related duties as required

**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, LM; BOARD APPROVED: 5/21/13

**TEACHER ON SPECIAL ASSIGNMENT–VARYING EXCEPTIONALITIES SPECIALIST – SECONDARY**

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				

Teacher on Special Assignment–Varying Exceptionalities Specialist – Secondary – INS