

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXCEPTIONAL STUDENT EDUCATION PROGRAM FACILITATOR

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: District-Wide

MINIMUM QUALIFICATIONS:

- Master's Degree/Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education, Speech Pathology, Guidance, Psychology, or Social Work.
- Certification in a minimum of at least one core curriculum area, unless working under licensure.
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local laws, rules, and regulations governing areas of responsibility.
- Expertise in the curriculum in appropriate content area and level.
- Knowledge of best practices, appropriate assessment strategies, and current literature aligned to IDEA programs.
- Specialized training in the assigned area of exceptional student education specific for to the position assignment.
- Ability to model in the classroom and collaborate with classroom teachers and principals.
- Positive communication and conferencing skills.
- Active listening skills.
- Good organizational and time management skills.
- Flexibility.
- Ability to synthesize and distribution of information.

REPORTS TO:

ESE Director/Cost Center Head or Designee

JOB OBJECTIVE:

To provide support to schools with program design, instructional strategies, appropriate resources and identification of professional learning needs to enhance access to the learning environment and maximize teaching and learning for students with disabilities. To problem solve and coach school staff to support with needs related to a specific program area or level of instruction and provide the essential resources needed to better serve ESE students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Provide direct support to schools [school support] based on department initiatives and/or school requests.
- Work closely with ESE Instructional facilitators (EIF) and school-based administration on instructional programs and best practices to support student achievement.

EXCEPTIONAL STUDENT EDUCATION PROGRAM FACILITATOR (Continued)

- Coach and guide the EIF in working with school staff on the implementation of educational programming and specially designed instruction with fidelity.
- Coordinate professional learning, agency referrals and collaboration with other departments based on programmatical needs.
- Model effective instructional strategies, interventions, and approaches for programmatical implementation.
- Provide direct support to department(s) and schools in specific areas of program expertise.
- Assist in completing all District and department goals and initiatives.
- Provide design and training for appropriate staff development activities.
- Assist in planning and implementing county-wide programs for the department.
- Work with community-based agencies and resources.
- Chair or serve on school or District committees relative to program area of responsibility.
- Represent the School District at regional and/or state-level conferences to acquire current knowledge and research to disseminate to District staff.
- Assist in providing new teacher orientation and training related to ESE.
- Promote parent and community collaboration of effective services delivered to students.
- Demonstrate initiative in performing assigned responsibilities.
- Provide assistance, information, and training to parents of students with disabilities.
- Support EIF and school-based administration in organizing and/or designing student and family trainings that align with the programmatical student needs to support student growth.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Provide feedback, ideas, and observations to collaborate with school-based administrators, teachers, and staff in areas such as ESE accommodations, classroom strategies, behavior management, and methods of instruction supporting the ESE Instructional Facilitator.
- Deliver training related to specific ESE programs.
- Deliver training to parents/guardians related to students with disabilities.
- Provide support related to ESE complex cases.
- Collaborate with the curriculum department on specialized instruction/programs for students with disabilities.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Additional contracted summer months may be required

Hours of employment shall be those established by the District.

EVALUATION:

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