

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: 9004****QUALIFICATIONS:**

- BA or BS (MA/MS preferred)
- Florida Educator's Certificate in Exceptional Student Education.
- Minimum of three (3) years successful teaching experience in an ESE related course.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of program evaluation, curriculum development and management of curriculum resources.
- Knowledge of district Student Progression Plan.
- Knowledge of the Florida Statutes related to curriculum and instruction requirements.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Knowledge of federal, state and district educational goals and standards in Exceptional Student Education.
- Skilled in verbal and written communication.
- Skilled in interpersonal relationship development.
- Ability to provide instructional coaching and job-embedded learning experiences to support and develop teachers.
- Ability to organize professional learning plans and present information to various school audiences.

**REPORTS TO:**

Director of Curriculum

**JOB OBJECTIVE:**

To improve outcomes for exceptional learners by supporting teachers and leaders in implementing ESE curriculum and enhancing pedagogy through resource development, instructional coaching, and targeted support for meeting individual student needs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Plan and implement processes to support the development of K-12 curriculum, including assessing the needs for ESE curriculum changes and determining the essential base and sequence of knowledge and skills as required by benchmarks, state statutes and rules, and district student expectations.
- Have knowledge of compliance efforts regarding due process and procedural safeguards.
- Provide training in curriculum/instruction development, federal/state mandated compliance regulations, and student behavior management.
- Adapt, develop, and implement appropriate curricula for Exceptional Student Education (ESE) programs, adhering to the Course Code Directory, curriculum frameworks, minimum student performance standards, and School Board policies and procedures.

## **PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)**

- Develop processes and materials to evaluate and ensure the effective implementation of the curriculum.
- Provide coaching and assistance to teachers on the design and implementation of the IEP/EP when needed.
- Assist with the establishment and implementation of student assessment preparation tools, procedures and guidelines.
- Supports teachers, individually or in groups, to improve instruction and ensure high-quality learning experiences for exceptional education students.
- Work with other curriculum program specialists to incorporate appropriate subject area content to support ESE students across content areas.
- Conducts non-evaluative walk-throughs in General Ed and ESE classrooms.
- Plan, conduct and/or supervise school and district-wide in-service workshops and institutes for teachers and administrators.
- Identify or develop appropriate instructional materials and strategies that teachers may use for instruction of established student performance standards.
- Assist in the development and implementation of special instructional programs.
- Serve as the district instructional contact and participate in district, state, and professional organizations.
- Promote district-wide interest and public awareness in the curriculum through written documents, district and school presentations and events, and cooperation with community organizations.
- Perform other duties as may be assigned to by the Director of Curriculum.

### **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.

Length of the work year and 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.

## **Job Description Supplement No. 11**