



EXCEPTIONAL STUDENT EDUCATION SPECIALIST CHARTER SCHOOLS

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Principal/Assistant Principal to provide on-site procedural and curricular assistance to all school-based personnel with regard to the education of exceptional students.

ACCOUNTABILITY PROCEDURES:

The school Principal/Assistant Principal will annually evaluate the effectiveness of the ESE Specialist with respect to the performance of specific responsibilities on an approved Charter School Evaluation form.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Upon request, serves as the principal's designee for ESE staffing.
2. Coordinates exceptional student education staffing, re-evaluations, and parent conferences for exceptional students.
3. Provides on-site in service training to school-based personnel on a regular basis.
4. At the elementary level, participates in early intervention screenings and staffing.
5. Assists regular teachers of mainstreamed exceptional students to provide appropriate educational experiences for these students.
6. Coordinates and/or conducts interventions, educational evaluations, and observations of exceptional students.
7. Assists staffing committees in developing appropriate IEPs.
8. Conducts workshops for parents.
9. Prepares ESE folders for approval by the Area Coordinator.
10. Assists teachers in implementing effective classroom management strategies.
11. Participates in in-service training programs designed to improve the ability to provide procedural and curricular assistance.
12. Performs other duties as assigned by the school Principal/Assistant Principal.

13. Follows Federal and State laws, as well as established policies.

REQUIREMENTS:

A. Training and Experience

Appropriate State of Florida certification