

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION

Required Qualifications:

- Master's degree in Educational Leadership or in an Exceptional Student Education field
- Minimum of five (5) years of experience in Exceptional Student Education
- Knowledge of Federal, State and district initiatives, policies and procedures for providing services for students in Exceptional Student Education
- Ability and desire to work with all school personnel
- Ability to provide guidance for school staff
- Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact

Performance Responsibilities:

- Provide on-site assistance to school site staff based upon administrative requests
- Provide on-site assistance to individuals based upon administrative requests
- Oversee the design and implementation of professional development activities
- Provide follow-up training
- Develop and implement activities promoting inclusive practices for all students
- Assist school staff in the design and implementation of effective instructional interventions and student response to intervention
- Participate in planning and evaluation of professional development activities
- Conduct site-based scheduling for inclusion
- Oversee inclusion partnerships
- Assist in the implementation of curriculum decisions
- Review, evaluate and disseminate research pertinent to assigned activities
- Monitor the development and implementation of Section 504 plans of the 1973 Rehabilitation Act
- Monitor and ensure compliance of Multi-Tiered Systems of Support (MTSS)
- Participate on district level teams
- Perform other duties as assigned by the Director of Exceptional Student Education

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

63040

Board Approved: 01/17/06

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 06/25/19