

**Hernando County School Board
Florida**

FLSA: Exempt, Union

PROGRAM/STAFFING SPECIALIST

Required Qualifications:

- Bachelor's degree with certification in Exceptional Student Education, Counseling, Educational Leadership or other related field
- Minimum of three (3) years in Exceptional Student Education
- Knowledge of the federal, state and local laws and procedures for providing services to students in Exceptional Student Education
- Ability to work with parents and all school personnel

Desired Qualifications:

- Master's degree
- Course work in Administration and Supervision or Educational Leadership

Performance Responsibilities:

- Provide technical assistance upon request for determining program specific eligibility
- Serve as a resource to all school personnel, agencies and community regarding the interpretation and implementation of Hernando County Special Programs and Procedures, best practices, and other rules, regulations, policies and procedures pertinent to Exceptional Student Education
- Act as designee for the Director of Exceptional Student Education in staffings at assigned schools
- Ensure district compliance with due process and document explanation of instructional program, graduation and promotion requirements, transition requirements and due process to parents
- Act as the contact person for the Bureau of Education for Exceptional Students relative to assigned programs
- Remain current in the latest national, state and local regulations and developments in the assigned area of Exceptional Student Education
- Provide leadership in curriculum development for the assigned program area
- Coordinate any specialized trainings or meetings required for assigned programs
- Provide staff development to school personnel, agencies and community as requested
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

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 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:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

63101

Board Approved: 08/18/98

Revised: 12/13/05, 01/20/09, 05/17/11, 06/10/14, 06/25/19