

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ESE OPERATIONS MANAGEMENT SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution with certification in Educational Leadership.
- (2) Valid Florida Teaching Certificate covering at least one area of Exception Education.
- (3) Minimum of three (3) years successful teaching experience in one or more areas of Exceptional Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Detailed knowledge of evaluation procedures, policies, laws, and regulations related to the student staffing process for Exceptional Student Education. Excellent written and oral communication skills. Ability to organize and prioritize. Ability to interact effectively with parents and school personnel.

REPORTS TO:

Director, Exceptional Student Education

JOB GOAL

To assist the Director of Exceptional Student Education in conducting eligibility and Placement staffings and to provide technical assistance to schools regarding federal, State, and District guidelines and procedures.

SUPERVISES:

N/A,

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as designee for the Director of Exceptional Student Education for Individual Education Plan (IEP) conferences, eligibility and placement staffing, and reassignment or dismissal staffing.
- * (2) Meet with community employers and procure job training and placement sites for students with disabilities.
- * (3) Coordinate activities with job coaches.
- * (4) Serve as ESE representative on the Transition Interagency Council.
- * (5) Coordinate the development and revision of the interagency transition agreement.
- * (6) Conduct functional work evaluations and vocational assessments, and use the information in educational planning.
- * (7) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Instructional Salary Schedule