

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Exceptional Student Education **Date Prepared:** 03/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

158	Special Education Related Services	Provide assistance to students with special education needs (i.e., OT, PT, scheduling or medical specialist evaluations).
159	Special Education, Evaluation, Eligibility, and IEP Development	Participate in multi-disciplinary staffing conferences to determine eligibility and develop IEPs.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
231	Special Education Student Placement	Facilitate the placement of students (includes staffing conferences, forwarding records, arranging transportation, etc.).
202	Preschool (Service Delivery)	Provide services in the identification and assessment of Preschool students requiring Special Education Services.
235	Preschool Student Placement	Placement of preschool students into the appropriate class.
135	Social Assessment - Program Coordination/Management	Coordinate and/or manage a program to prepare comprehensive assessments of child, family, developmental and social histories.
230	Managing Annual Reviews	Monitor compliance with IEPs. Manage and conduct annual reviews of Special Education students.
192	Networking with Community Resources	Identify school and community services appropriate to the special needs of students and families, and make referrals. Maintain open communication between schools and community agencies.
238	Procedural Safeguards - Special Education	Protect legislative and/or court mandated rights of Special Education students.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.

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Activity Name (Cont.)

005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
320A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education:	B.A. Degree; or B.S. Degree; or an equivalent combination of training and related experience; <u>and</u>
Experience:	6+ years (i.e., broad experience in both commonplace and unusual work situations and problems associated with the occupational field - sufficient to plan and administer work programs).
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 05/13/2003