

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2330
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(VARYING EXCEPTIONALITIES SPECIALIST)

MAJOR FUNCTION:

Coordinates the Exceptional Student Education (ESE) referral, placement, mainstream, reevaluation and registration process within the school. Serves as LEA representative at staffing and IEP meetings, and assists the principal in coordinating all ESE functions within the school.

DUTIES AND RESPONSIBILITIES:

- Coordinates mainstream participation for appropriate ESE students and coordinates all documentation as required by statute.
- Assists in the ESE referral, staffing, placement and reevaluation process at the assigned school.
- Serves as liaison with local agencies.
- Assesses, in conjunction with ESE Program Personnel, the needs of school based ESE teachers/programs, and conducts or facilitates appropriate professional education activity (i.e., cooperative consultation).
- Coordinates cooperative consultation, on-the-job training, career assessment, vocational and transition planning.
- Participates as a Staffing Team member when necessary.
- Acts as a resource to the principal in cooperation with the ESE Department Chairperson regarding ESE rules, regulations, compliance requirements, program needs, school responsibilities, discipline concerns, parent requests, and behavioral interventions.
- Coordinates the use of all ESE forms at the school level including referral and placement forms, Individual Education Plan (IEPs), data entry forms, mainstream participation logs, FTE and child count forms, and other forms as may be required by district policy or state statute.
- Serves as a liaison between the principal and the district ESE staff.
- Attends workshops, conferences and regularly scheduled district meetings necessary to maintain and update professional knowledge.
- Coordinates registration meetings for ESE students moving from one level to another (middle to high school, etc.)
- Assists counselors in the scheduling of ESE students.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree and certification in at least one area of ESE. Three (3) years successful teaching experience in ESE at secondary level. Knowledge of ESE policies and procedures.

PREFERRED:

Master's degree.

ISSUED: 5/93 SRS; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				