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**JOB DESCRIPTION: EXCEPTIONAL STUDENT EDUCATION SPECIALIST**

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<b>DEPARTMENT:</b>	Instruction- Student Engagement	<b>REPORTS TO:</b>	Exceptional Student Education Manager
<b>JOB CLASS:</b>	Instructional Specialist	<b>PAY GRADE:</b>	Instructional Specialist
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	12/8/2016

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Exceptional Student Education (ESE) Specialist assists the ESE Manager in the coordination, organization and supervision of students with disabilities and impairments in the FLVS Flex program. The ESE Specialist provides information to students, parents and teachers on how to appropriately implement accommodations for students with Individual Educational Plans (IEPs) and Section 504 Plans in the virtual educational environment. The ESE Specialist assists in acting as a liaison between the ESE department and other FLVS Departments as well as external district ESE departments, schools, families and students. The ESE Specialist keeps abreast of all changes in ESE state regulation, and provides training on ESE strategies and best practices in order to ensure student success and district compliance.

**ESSENTIAL POSITION FUNCTIONS:**

- Collaborate with Instructional, Leadership, Counselor, Academic Integrity and Professional Learning departments to heighten awareness regarding instruction and learning strategies for students with disabilities/impairments
- Obtain, review, verify and document students' IEPs and Section 504 Plans
- Establish and maintain an efficient and accurate record keeping system by documenting all ESE-related support via Service Now and VSA and upload documents to secure ESE folders
- Assist in the development of standard operating procedures for ESE policies and procedures at FLVS
- Assist students, parents and instructional staff in interpreting accommodations on IEPs and 504 Plans and understanding provision and implementation in the virtual environment
- Coordinate with teachers and district professionals to ensure that the FLVS Flex ESE Department is successful and operating in compliance with federal and state regulations
- Provide support to teachers, families and students to help create successful learning experiences for students at FLVS and assist in resolving issues as needed
- Communicate regularly with teachers and ILs to provide instructional guidance, best practices, and strategies to increase student achievement outcomes for students with disabilities and impairments
- Communicate regularly with parents of students with disabilities to ensure that their accommodations are being met and are addressed in a timely and appropriate fashion
- Assist with developing and providing ESE-related training for staff and customers as needed

- Serve as point of contact and liaison with internal and external contacts for the ESE department in order to provide the highest level of customer service to students, parents, districts, and potential customers
- Maintain accurate and up-to-date lists of district and state contacts for various ESE supports such as counselors and home education offices
- Research and stay current on DOE policy changes related to ESE state requirements and communicate to district and staff, as necessary
- Continue professional growth through participation in educational conferences and other staff development activities
- Serve as a liaison between families/students and FLVS departments in order to improve the FLVS experience
- Participate in collaborative planning and attend meetings with all FLVS District ESE personnel regularly
- Model professional and ethical standards when working with students, parents, peers, districts and community members
- Establish and maintain cooperative working relationships with students, parents, school districts and colleagues
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Master's degree required
- Valid professional Florida certificate in Exceptional Student Education K-12

***Experience:***

- At least three years' teaching experience in ESE Classroom
- Virtual teaching experience preferred

***Knowledge, abilities and skills:***

- Knowledge of MS Windows, MS Office, and Internet Explorer
- Excellent written and verbal communication skills
- Possess qualities and skills to be a proactive, positive team player
- Ability to work with and through people to establish goals, objectives, and action plans
- Strong interpersonal and customer service skills
- Ability to handle multiple priorities, meeting deadlines, and effective time management
- Excellent organizational skills
- Exercises independent judgment to adopt or modify methods and standards to meet responsibilities

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of</i>	

<i>planning; Consistently seizes opportunities; Consistently exceeds goals</i>
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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*