
JOB DESCRIPTION: EXCEPTIONAL STUDENT EDUCATION (ESE) COORDINATOR

DEPARTMENT:	Instruction- Student Engagement	REPORTS TO:	Exceptional Student Education Manager
JOB CLASS:	Instructional Program Coordinator	PAY GRADE:	Instructional Program Coordinator
EXEMPT STATUS:	Exempt	DATE:	6/14/2017

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

POSITION GENERAL SUMMARY:

The Exceptional Student Education (ESE) Coordinator assists the ESE Manager in the coordination, organization and supervision of ESE processes at FLVS Full Time to ensure proper implementation of the Individuals with Disabilities Education Act (IDEA) requirements. The ESE Coordinator maintains Individual Educational Plan (IEP) documents and plans, coordinates, conducts and/or facilitates IEP Team meetings, IEP annual reviews and 3-year evaluations for a caseload of students with disabilities. The ESE Coordinator works with the ESE Instructors to assist in providing information to students, parents and General Education Instructors on how to appropriately implement a student's IEP in the virtual educational environment. The ESE Coordinator assists in acting as a liaison between the ESE Department and other FLVS Departments, as well as students and their families.

ESSENTIAL POSITION FUNCTIONS:

- Manage a caseload of ESE students and assists ESE Manager in coordinating ESE Services and Related Services for students with disabilities
- Coordinate, organize and facilitate IEP meetings ensuring necessary participants are in attendance
- Gather necessary input from students, parents, teachers, counselors, therapists, and other stakeholders to prepare for IEP meetings and develop a draft IEP
- Collaborate with teachers to provide suggested strategies and accommodations to best meet individual needs and assist students in meeting goals as defined in the IEP
- Monitor student progress, develops and disseminate IEP progress reports each semester for all students on assigned caseload
- Establish and maintain cooperative working relationships by consulting regularly with internal and external customers such as: students, parents, teachers, counselors, therapists, related services providers, agencies, etc.
- Provide families with required information regarding the IDEA Procedural Safeguards
- Establish and maintain an efficient and accurate record keeping system of current and cumulative student records
- Document all forms of contact and uploads documents to secure ESE folders in a timely manner
- Protect the privacy of student records per The Family Educational Rights and Privacy Act (**FERPA**)
- Maintain accurate and up-to-date records and reports in the school's EMS for compliance monitoring to meet all district and state ESE timelines

- Assist students, parents and instructional staff in interpreting IEP accommodations and understanding provision and implementation of specially designed instruction and related services in the virtual environment
- Assist the ESE manager in coordinating with teachers and other school stakeholders to ensure that the school is successful and operating in compliance with state and federal regulations
- Collaborate regularly with school stakeholders to obtain and maintain knowledge of curriculum offerings and supplemental interventions to assist in educational planning and supports for students with disabilities
- Assist the school in ensuring students with disabilities are provided necessary accommodations for state assessments per student IEPs
- Utilize the Florida DOE Portal to Exceptional Education Resources (PEER) program for ESE/IEP paperwork
- Stay abreast of all updates in ESE state legislation and federal law to ensure student success and district compliance
- Continue professional growth through participation in trainings and other staff development activities
- Provide the highest level of customer service to students, families and instructional staff
- Model professional and ethical standards when working with students, parents, peers, and community members
- 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:

- Bachelor's Degree required
- Valid professional Florida certificate in Exceptional Student Education K-12

Experience:

- At least three years' experience with ESE compliance
- Virtual education 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
- Effective conferencing skills.
- Knowledge of IDEA federal laws and state and local regulations as they relate to ESE.

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><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></p>	<p>CUSTOMER FOCUS</p> <p><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></p>
<p>INTERPERSONAL SKILLS</p> <p><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></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><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></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><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></p>	<p>CREATIVITY</p> <p><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></p>
<p>SELF KNOWLEDGE</p> <p><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></p>	<p>PLANNING</p> <p><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></p>
<p>ORGANIZING</p> <p><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</i></p>	<p>PROBLEM SOLVING</p> <p><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></p>

<i>activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	
<p>DRIVE FOR RESULTS</p> <p><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 planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, state assessment proctoring, 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.