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**JOB DESCRIPTION: EXCEPTIONAL STUDENT EDUCATION (ESE) TECHNICIAN**

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<b>DEPARTMENT:</b>	Instruction – FLVS FT	<b>REPORTS TO:</b>	ESE Manager
<b>JOB CLASS:</b>	Technician	<b>PAY GRADE:</b>	14
<b>EXEMPT STATUS:</b>	Non-Exempt	<b>DATE:</b>	7/10/2014

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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.***

**POSITION GENERAL SUMMARY:**

Under direction of the ESE Manager, the ESE Technician performs a variety of complex technical, clerical, and administrative tasks to support the ESE program at FLVS FT. The ESE Technician compiles, maintains and presents student data, performs data entry, and maintains records.

**ESSENTIAL POSITION FUNCTIONS:**

- Perform complex technical, clerical and administrative duties in support of the daily operations and functions of the ESE program and IDEA regulations
- Provide technical assistance in annual grant development and grant application processes for the ESE department
- Assist in maintaining the ESE budget and produce budget reports
- Establish and maintain a record-keeping system and monitor required information to accurately complete state and federal requirements for special education
- Assist in the preparation, verification, and submission of required documentation and reports for the school, district, and the state to ensure compliance with all federal and state reporting requirements
- Work closely with appropriate personnel to maintain and monitor accurate ESE records for state reporting
- Design and maintain schedules and timelines for the ESE department based on Department of Education procedural and reporting requirements
- Maintain departmental calendar for IEP annual reviews, 504 reviews, triennial evaluations, and initial evaluations
- Act as a liaison between FLVS FT and Connections Academy (CA) for data gathering, monitoring and tracking the Individuals with Disabilities Education Act (IDEA) budget
- Schedule and coordinate travel and accommodations per policy, assist with processing expense transactions, and maintain accurate reporting to Finance team
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate 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:**

- Associate’s Degree; or equivalent combination of education and relevant experience

**Experience:**

- Two years’ administrative and general finance support experience
- One year in public education or grants budgeting, preferred

**Knowledge, abilities and skills:**

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge of Exceptional Student Education (ESE) programs for students with disabilities
- Knowledge of the Individuals with Disabilities Education Act (IDEA)
- Knowledge of the procedures for Individual Education Plans (IEPs), Educational Plans (Eps), and 504 Plans
- Demonstrated ability to make sound decisions within established guidelines
- Excellent written and verbal communication skills
- Demonstrated ability to work independently and as a team member
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations
- Must possess strong interpersonal phone and email skills
- Working knowledge of office practices, methods, and equipment, including computer skills in Microsoft Office products.
- Ability to compile, review, categorize, prioritize, analyze and interpret data
- Must possess strong, documented attention to details and customer satisfaction

**CORE COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>COMMUNICATION SKILLS</b></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 style="text-align: center;"><b>CUSTOMER FOCUS</b></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 style="text-align: center;"><b>INTERPERSONAL SKILLS</b></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 style="text-align: center;"><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></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 style="text-align: center;"><b>PEER RELATIONSHIPS</b></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 style="text-align: center;"><b>CREATIVITY</b></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 style="text-align: center;"><b>SELF KNOWLEDGE</b></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 style="text-align: center;"><b>PLANNING</b></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 style="text-align: center;"><b>ORGANIZING</b></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 activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;"><b>PROBLEM SOLVING</b></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>
<p style="text-align: center;"><b>DRIVE FOR RESULTS</b></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, 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.*