



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Exceptional Student Education Specialist (~~Resource Teacher~~)  
**JOB CODE:** JJ-034  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** Teacher Salary Schedule  
**BARGAINING UNIT:** BTU  
**REPORTS TO:** School Principal  
**CONTRACT YEAR:** 206-Day Contract ~~Ten months teacher calendar (varying workdays)~~ Exceptional Student Education Specialist will participate on selected days other than normal workdays for the purpose of screening and in-service education. One compensatory day will be awarded for each selected day.

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**POSITION GOAL:**

To provide on-site procedural and curricular assistance to all school-based personnel with regard to the education of exceptional students with disabilities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Exceptional Student Education Specialist ESE Specialist shall carry out the performance responsibilities listed below.

- This position does not have any supervisory responsibilities.
- Serve as the principal's designee for all exceptional student education (ESE) staff in accordance with the annual Local Education Agency (LEA) Memo. Administration and the ESE Specialists are required to submit a signed agreement annually. ~~upon request, serve as the principal's designee for ESE Staffings~~
- Coordinate required ESE meetings. ~~Coordinate exceptional student education staffings, re-evaluations and parent conferences~~ IEP-related conference for exceptional students.
- Provide information to school-based personnel on a variety of topics to include updating staff on policy changes. ~~Provide on-site inservice training to school based personnel on regular basis.~~
- Assist regular education teachers of students with disabilities to implement the Individual Education Plan (IEP) and monitor progress of IEP goals. ~~At the elementary level, participate in early intervention screenings and staffings.~~
- Assist staffing committee members in developing appropriate IEPs and ensure parents receive draft IEPs for all annual reviews. ~~Assist regular general ed. teachers of mainstreamed exceptional students to provide appropriate educational experiences for these students.~~
- Meet with ESE curriculum supervisors monthly with regard to curricula, related services and program delivery systems for students with disabilities. ~~Coordinate and/or conduct interventions, educational evaluations and observations of exceptional students.~~
- Provide explanations to parent(s) of the Procedural Safeguards as well as the availability of resources within the District to meet the unique needs of the student. ~~Assist staffing committees in developing appropriate IEPs.~~
- ~~Conduct workshop for parents.~~
- Utilize facilitative behaviors consistent with the Facilitated IEP training provided by the District in order to conduct efficient and productive IEP meetings, in which all participants feel valued and heard. ~~Prepare ESE folders for approval by the Area Coordinator District ESE Department.~~
- Assist in identifying, reporting and correcting IDEA compliance concerns identified internally.
- Shall report all compliance concerns directly to the school-based leadership.
- Correct compliance errors identified internally (within the school) and externally, in accordance with federal, state and local laws, rules, policies and procedures. ~~Assist teachers in implementing effective classroom management strategies.~~
- Communicate effectively with parents, colleagues and other stakeholders to ensure that IEPs for students with disabilities are implemented with fidelity. ~~Provide feedback to the ESE Curriculum Supervisors with regard to curricula, related services and program delivery.~~

- Utilize the electronic management system to generate IEP documents. Participate in inservice training programs designed to improve the ability to provide procedural and curricular assistance.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the school principal.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree or higher from an accredited institution; Florida certification in at least one area of exceptionality.
- A Minimum of three (3) years of successful teaching experience in Exceptional Student Education.
- Computer skills are as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Bilingual skills are preferred.

**ACCOUNTABILITY PROCEDURES:** ~~The school principal will assess the effectiveness of the ESE Specialist annually with respect to the performance of specific responsibilities.~~

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Provide support to general education teachers and students with disabilities to provide consultative instruction, as identified through each student's IEP.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment, shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/23/81

Revised: 10/5/04