

POLK SCHOOL DISTRICT

EMPLOYEE NAME: _____

JOB DESCRIPTION

POSITION TITLE: Exceptional Students Services Specialist	FLSA: Exempt
RETIREMENT: Teachers Retirement System	EVALUATION: TKES (Contributing Professional) Evaluation Instrument; PSD Certified Evaluation Instrument
DEPARTMENT: Special Education	SALARY SCHEDULE: PSD Teacher Salary Schedule
	WORK DAYS: 187 Days
PRIMARY FUNCTION: To provide support to special education teachers in the areas of instructional and compliance practices as it relates to the educational program for students with disabilities. Exceptional Student Services Specialists will be assigned to support multiple schools. Assignments are at the discretion of the Executive Director of Special Education	

REQUIREMENTS:

1. Educational Level: Bachelor's Degree required
2. Certification/License Required: Valid Georgia Teaching Certification in Special Education
3. Experience: Minimum 3 years of successful classroom experience. Special education teacher experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; collaboration; data management and analysis; demonstration of proficiency in all components of special education due process procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

● Demonstrate prompt and regular attendance
● Adhere to federal, state and local due process procedures
● Monitor the IEP process for the district by reviewing GOIEP reports to ensure meetings are scheduled in a timely manner
● Review draft IEPs for compliance prior to scheduled IEP meetings
● Guide, monitor and review the referral process for reevaluations
● Assist teachers with setting up data collection systems for progress monitoring data: IEP goals/objectives, Behavior Intervention Plans and Transition Plans
● Monitor teacher data to ensure progress monitoring data is collected for each IEP goal/objective, Behavior Intervention Plan goal, and Transition Plan goal
● Monitor GOIEP dashboard and reports for due process compliance
● Ensure IEP finalization of the IEP meeting after Prior Written Notice
● Assist with the collection of all IEP paperwork to the special education office within the 10-day required due date

Committed to Success - Every Person. Every Day.

Non-Discrimination Statement

Polk School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

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<ul style="list-style-type: none"> • Complete state and federal data reporting, such as FTE and Student Record
<ul style="list-style-type: none"> • Verify accommodation distribution to the appropriate staff for all students
<ul style="list-style-type: none"> • Complete walkthroughs in special education classrooms and provide feedback on instructional practices
<ul style="list-style-type: none"> • Monitor specialized instruction for assigned schools to ensure its alignment to student needs
<ul style="list-style-type: none"> • Provide professional learning for special education teachers, focusing on identified needs at assigned schools
<ul style="list-style-type: none"> • Collaborate with your school's other specialist and/or coach positions to ensure a comprehensive educational program for each special education student (This may include Intervention Specialists, Instructional Coaches, Content Specialists and Behavior Coaches)
<ul style="list-style-type: none"> • Coach teachers on instructional practices based on progress monitoring data and the development of accurate present levels of performance and goals in the IEP.
<ul style="list-style-type: none"> • Ensure rosters are updated monthly (Alternate Content Standards, Autism and Transition Classrooms, Alternative School, GNETS, Grad Polk)
<ul style="list-style-type: none"> • Develop and update Teacher and Para Schedules
<ul style="list-style-type: none"> • Meet regularly with your assigned Coordinator to review school-level data, instructional practices for the school, and IDEA compliance.
<ul style="list-style-type: none"> • Participate on School Leadership Team
<ul style="list-style-type: none"> • Complete student projections used to calculate teacher allotments
<ul style="list-style-type: none"> • Complete assignments on time and in compliance with state and federal special education requirements
<ul style="list-style-type: none"> • Complete the Special Education Inventory for the assigned school
<ul style="list-style-type: none"> • Adhere to the Code of Ethics for Educators in Georgia
<ul style="list-style-type: none"> • Support the Mission and Vision of Polk School District
<ul style="list-style-type: none"> • Other duties as assigned by the Special Education Coordinator and/or the Executive Director of Special Education
<ul style="list-style-type: none"> • Presents a personal appearance that enhances the image of the school
<ul style="list-style-type: none"> • Must be regularly, predictably, and reliably at work, demonstrating prompt and regular attendance.
<ul style="list-style-type: none"> • Ability to be present at the physical worksite.
<ul style="list-style-type: none"> • Must perform tasks involving prolonged periods of standing, walking, and sitting.
<ul style="list-style-type: none"> • Must perform routine physical activities, such as bending, lifting, pushing, and pulling, up to 50 pounds.
<ul style="list-style-type: none"> • Must be able to properly and consistently supervise students, particularly during emergency situations.
<ul style="list-style-type: none"> • Meets certification and accreditation requirements
<ul style="list-style-type: none"> • Adheres to the Code of Ethics for Educators in Georgia

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

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