

Orlando Science Charter School-East Campus
JOB DESCRIPTION



JOB TITLE	ESE Staffing Specialist
JOB PURPOSE	To Serve the Students with disabilities, represent the school in all ESE-related issues, and hold 504 and IEP meetings. To ensure compliance with federal and state laws, Policies, and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students, and local school board policies and District procedures.
Responsibilities:	<p>Program Development and Implementation:</p> <ul style="list-style-type: none"> •Collaborate on program philosophies, goals, and objectives, and facilitate their implementation. •Track student transition goals, objectives, and strategies. •Facilitate supported inclusion and mainstreaming of students with disabilities. •Contribute to the development, implementation, and tracking of goals within the School Plan. •Facilitate and monitor curriculum materials distribution. •Contribute to writing position papers and handbooks for teachers. •Participate in developing and revising program policies and procedures. •Support school improvement processes and guide ESE teacher involvement. •Assist with district technology initiatives, recruitment, and retention of ESE teachers. •Serve as the contact for FTE issues regarding students with disabilities. •Ensure accuracy and currency of ESE paperwork for gifted and disabled students. •Work cooperatively with school staff, district specialists, and ESE directors. <p>Communication and Collaboration:</p> <ul style="list-style-type: none"> •Serve as the school's ESE Staffing Specialist, overseeing the staffing and educational planning process. •Coordinate and lead all IEP, EP, IFSP, SP, and EPT meetings at the school, working with district staffing teams. •Act as a liaison and communication link between the school, district ESE offices, and external agencies. •Maintain contact and collaborate with educators and organizations to foster better program development and support. •Advocate for student success by promoting a positive educational climate. •Liaise with the state Department of Education, community organizations, and parent groups. <p>Professional Development and Expertise:</p> <ul style="list-style-type: none"> •Actively participate in professional organizations and stay updated on program knowledge. •Attend district training sessions in order to remain current as to trends, issues and litigation which impact decisions in meeting regarding the education of disabled and gifted students. •Provide training to school staff relative to ESE referral procedures, least restrictive environment and other issues involving exceptional education students. •Serve as a liaison for Matrix development and training at the school in conjunction with the district staff. •Collaborate on developing and restructuring service delivery models. •Define curriculum scope, sequence, and instruction guidelines using effective teaching practices. •Recommend in-service training based on teacher needs and best practices for ESE and general education staff. •Provide expertise in various areas like curriculum, behavior management, and instructional techniques. <p>Program Compliance and Support:</p> <ul style="list-style-type: none"> •Monitor and lead school programs to ensure compliance with regulations and policies. •Attend staffing requiring specialized expertise. •Act as an information resource, data gatherer, problem solver, and consultant for ESE services. •Develop and implement program improvements and innovations. •Maintain close working relationships with teachers and administrators through communication meetings. •Provide technical assistance in classrooms, including materials and textbook coordination.

Essential Skills:	<ul style="list-style-type: none"> •Masterful written, verbal, and presentation skills to effectively engage all stakeholders. •Navigate group dynamics with sensitivity to diverse cultures and backgrounds. •Strong planning, organization, motivation, management, and evaluation skills. •Possess a deep understanding of child growth and development in exceptional student education. •Demonstrate knowledge and application of educational trends, research, and technology. •Read, interpret, and implement relevant policies, rules, laws, and regulations. •Possess knowledge of Florida educational reform, accountability, and effective schools concepts. •Handle confidential and sensitive information with high accountability. •Possess expertise in exceptional student education programs, services, and curriculum (Direct Instruction, Learning Strategies, Precision Teaching, Social Skills, Community Based Instruction, and Functional Assessment). •Effectively solve problems, complete tasks, and make sound decisions. •Work harmoniously and cooperatively with diverse stakeholders.
Key Abilities	<ul style="list-style-type: none"> •IEP Development & Implementation: Expert ability to conduct comprehensive assessments, develop data-driven IEPs, and implement effective interventions tailored to individual student needs. •Collaborative Teamwork: Excellent collaboration skills with families, external agencies, and school personnel to ensure student success. •Technology Integration: Adept use of technology to enhance instruction, communication, and student learning. •Inclusive Learning Environments: Skill in creating positive, inclusive learning environments that cater to diverse learners. •Professional Development: Experience or interest in leading professional development and training for colleagues. •Advocacy & Leadership: Proven ability to advocate for students and their families, and collaborate as part of a leadership team.
Essential Knowledge:	<ul style="list-style-type: none"> •Federal and State Regulations: In-depth understanding of the Individuals with Disabilities Education Act (IDEA) and Florida Department of Education (FLDOE) guidelines for exceptional student education (ESE). •Exceptional Education Fundamentals: Comprehensive knowledge of the theory and development of exceptional education principles and practices. •Intervention Strategies: Mastery of general education intervention procedures and adaptations for diverse learners. •Identification & Evaluation: Thorough understanding of Child Find regulations and procedures for identifying and evaluating students with disabilities. •Program Expertise: In-depth knowledge of ESE program eligibility, triennial reevaluation criteria, program and placement procedures, and community services available for students with disabilities and gifted students. •Assessment & Data: Current understanding of data-driven decision making, progress monitoring, and relevant assessment tools used in the district.
Required Qualifications:	<ul style="list-style-type: none"> • Master's degree in Special Education or a related field, or its equivalent. • Florida Educator Certificate in Exceptional Student Education (ESE) / Educational Leadership, or an equivalent as defined by the Florida Department of Education. • Minimum of 3-5 years of experience working with students with disabilities in a school setting. • Demonstrated knowledge of IDEA and other relevant federal and state laws and regulations governing special education. • Strong organizational, communication, and collaboration skills. • Ability to develop and implement Individualized Education Programs (IEPs) and other individualized plans. • Proficiency in data collection, analysis, and reporting. • Experience working with diverse populations and cultures. • Strong ability to manage workload and meet deadlines. • Excellent computer skills, including proficiency in word processing, spreadsheets, and database programs.
Preferred Qualifications	<p>Experience as an ESE Specialist or in a similar role. Knowledge of curriculum development and instructional best practices for students with disabilities. Experience in conducting student assessments and progress monitoring. Experience providing professional development to educators. Bilingual fluency (English and Spanish). Familiarity with the Orange County School District and its programs and services.</p>

Physical Requirements:	Frequently expected to stand, walk, sit, talk, hear, use hands and arms to handle, feel or reach, operate office equipment, computer, copy machines, phones, hand-held learning gadgets, and other office equipment, bend, kneel, crouch and crawl, carry, push, pull and lift or move up to 25 pounds.
Equal Opportunity Employer	Orlando Science Schools is an equal-opportunity employer committed to diversity and inclusion in its educational community. We encourage all qualified candidates to apply for this rewarding and impactful position.
Disclaimer	The above job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Duties may be altered or added at the discretion of the school administration.