



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Staffing Specialist
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to be responsible for the scheduling, chairing and recording of eligibility, placement and dismissal staffings; the chairing of re-evaluation staffings; and the maintenance of an efficient system of staffings for all exceptional students.

Essential Functions of this Job

Be responsible for compiling and reviewing comprehensive evaluative data required to determine the appropriate eligibility and placement of individual exceptional students. Schedule staffings for referred students, prepare staffing agenda, and notify all staffing participants. Chair and record eligibility, initial placement, re-evaluations, change of program, and dismissal staffing committee meetings. Monitor annual IEP review meetings. Be accountable for staffing decisions referred to the Director. Serve as the designee of the Director during eligibility, initial placement, re-evaluation, dismissal, and change of program staffings.

Maintain current class lists of all exceptional students. Be knowledgeable of changes in federal, state, and School Board regulations which effect placement of students. Be knowledgeable of all educational alternatives which may be available within the school system. Be knowledgeable of transportation procedures. Be responsible for assuring confidentiality of any personally identifiable data. Be responsible for accurate data entries on terminal Screen 9, including appropriate programs, time served in programs, placement, re-evaluation, IEP review dates, and all other FIRN requirements.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Staffing Specialist

Knowledge, Skills and Abilities:

Extensive knowledge of evaluation instruments/procedures and the correlation to eligibility criteria and curriculum. Capable of working well with administrators, teachers, other professional staff, parents and students. Certified in one or more areas of exceptional student education. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Master's degree in education, with a minimum of three (3) years teaching experience in one (1) or more areas of exceptional students. Certification in one or more areas of exceptional student education.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Local Code: 0558
EEO5: 43
Approval Date: 1998-05-12
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.