

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Instructional JOB DESCRIPTION

Compliance Resource Teacher

Department: Office for Student Support Programs and Services

Job Code: 1731

FLSA: Exempt Non-Exempt

Salary Schedule: Instructional

Reports To: Supervisor, Student Support Programs and Services

Work Days: 196

Board Approved Date: April 15, 2014

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for the compliance of Exceptional Student Education (ESE), English for Speakers of Other Languages (ESOL) and Section 504 procedures and for the provision of technical assistance as the designee of the Director of Student Support Programs and Services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Monitor procedures to ensure compliance with state and federal regulations.
2. Consult with school personnel in the delivery and analysis of diagnostic assessments for determining the English language proficiency levels of students in listening, speaking, reading and writing.
3. Oversee the Exceptional Student Education (ESE) Staffing process through regularly scheduled visits to school campuses.
4. Maintain current and accurate student records for compliance.
5. Review cases in preparation for determining eligibility status for English for Speakers of Other Languages (ESOL) services.
6. Collaborate with school personnel in determining the eligibility of ESE and English Language Learner (ELL) cases referred for staffing.
7. Support ESE and ELL data collection and reporting in collaboration with administrators and data entry operators.
8. Oversee ESE transfer process for out-of-county and out-of-state students.
9. Assist ESE personnel regarding Transition/Individual Education Plans (T/IEPs), assessment and matrix issues, ELL documents, and Section 504 plans.
10. Deliver school based and or/district training on issues relative to ESE and ESOL such as reevaluations, transfers, data entry and other issues as requested.
11. Provide information to parents, schools and agencies on ESE, ESOL and Section 504 criteria and procedures to ensure that parents of ESE, ESOL and Section 504 students are afforded their due process procedural safeguards in providing the delivery of a free, appropriate public education (FAPE).
12. Coordinate and collaborate with school and district personnel in the reporting of ESE, ELL and Section 504 data to local, state, federal and related educational agencies.
13. Consult with administrators, data entry operators and registrars in maintaining and monitoring ESE, ELL and Section 504 student records.
14. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of related federal, state, and local rules, regulations, statutes, and policies.
- Ability to analyze data and use data-driven decision making.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with students, families, school-based staff, staff on provision of services to students and families
- Utilize effective data-based problem-solving skills
- Ability to collaborate with school personnel in scheduling and facilitating meetings related to ESE, ESOL and Section 504
- Ability to organize, prioritize, and manage work assignments in an efficient manner and within established timeframes
- Ability to plan and manage projects including collaboration, coordination, and facilitation of work groups.
- Ability to work collaboratively with others and facilitate groups to consensus.
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media.

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- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases.

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree from an accredited institution
- Minimum of three years of experience in the area of assignment
- Experience working with ESE, ESOL, and/or Section 504

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid Florida Educator's Certificate in an Exceptional Student Education area
- Minimum of 60 hours ESOL coursework or agreement to complete within designated time frame

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution

SUPERVISORY RESPONSIBILITY: Not applicable

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction

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S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 40 pounds of force.
S	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 40 pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.