

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**COORDINATING SPECIALIST, EXCEPTIONAL STUDENT EDUCATION**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Participate in school student study team planning sessions.
- \_\_\_\_\_ 2. Make short- and long-term plans, making schools aware of schedule.
- \_\_\_\_\_ 3. Assist with the preparation of alternative learning activities for special needs.
- \_\_\_\_\_ 4. Use test results to assist in planning strategies for Exceptional Student Education (ESE) students that will enhance strengths in learning.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 5. Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- \_\_\_\_\_ 6. Assist in writing special program and procedures for exceptional students.
- \_\_\_\_\_ 7. Coordinate specific programs and / or any combination of the following: speech, language and hearing programs, pre-kindergarten handicapped programs, multi-district programs for hearing impaired and physically handicapped.
- \_\_\_\_\_ 8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations.
- \_\_\_\_\_ 9. Use appropriate technology to enhance record keeping and quick retrieval of student information.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 10. Assist schools with annual review procedures.
- \_\_\_\_\_ 11. Interpret test results for teachers, parents and other educational personnel.
- \_\_\_\_\_ 12. Assess student achievement by monitoring test scores, behavior patterns and observations.
- \_\_\_\_\_ 13. Monitor and assess mainstreaming effectiveness.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 14. Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Education Plans (IEPs), annual reviews and dismissals.
- \_\_\_\_\_ 15. Assist schools with scheduling and data entry of exceptional students.
- \_\_\_\_\_ 16. Assist with referrals from private schools and other agencies.
- \_\_\_\_\_ 17. Interpret and explain psycho-educational evaluations.
- \_\_\_\_\_ 18. Facilitate ESE programs and paperwork at schools.
- \_\_\_\_\_ 19. Provide technical support for teachers and other school personnel working with ESE students.

**5. COLLABORATION**

- \_\_\_\_\_ 20. Serve as resource person to parents, school personnel and agencies.
- \_\_\_\_\_ 21. Mediate between school and parents.
- \_\_\_\_\_ 22. Facilitate meetings with school student study teams.
- \_\_\_\_\_ 23. Provide consultation and diagnostics at alternative sites as needed.
- \_\_\_\_\_ 24. Serve as ESE representative on committees.
- \_\_\_\_\_ 25. Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.

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\_\_\_\_\_ 26. Serve as contact person for assigned program areas.

**6. STAFF DEVELOPMENT**

\_\_\_\_\_ 27. Participate in county-wide inservice.

\_\_\_\_\_ 28. Assist in providing training for ESE and regular education teachers, paraprofessionals and other school personnel.

\_\_\_\_\_ 29. Attend state meetings as resources are available and share information with peers, teachers and staff.

**7. PROFESSIONAL RESPONSIBILITIES**

\_\_\_\_\_ 30. Maintain an objective position as child’s advocate.

\_\_\_\_\_ 31. Document recommendations, implementation and test results.

\_\_\_\_\_ 32. Submit accurate reports in a timely manner and maintain all appropriate records.

\_\_\_\_\_ 33. Maintain confidentiality of student records.

\_\_\_\_\_ 34. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.

\_\_\_\_\_ 35. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT**

INDICATORS

\_\_\_\_\_ 36. Ensure that student achievement is continuous and appropriate for materials and age group. Indicators may include: placement, case history and follow-up reports, standardized tests, documented parent participation, analysis reports, student study team reports and student academic and / or discipline records.

\_\_\_\_\_ 37. Ensure that ESE students are placed in the least restrictive environment.

\_\_\_\_\_ 38. \_\_\_\_\_

\_\_\_\_\_ 39. \_\_\_\_\_

\_\_\_\_\_ 40. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

\_\_\_\_\_ 41. The use of the adopted performance appraisal systems for instructional and other employees.

\_\_\_\_\_ 42. The accurate and timely filing of all school reports.

\_\_\_\_\_ 43. The completion of required professional development services.

\_\_\_\_\_ 44. The analyzing and reporting of the results of the School Improvement Teams’ efforts on student performance.

\_\_\_\_\_ 45. Assist in establishing and maintaining a positive collaborative relationship with the students’ families to increase student achievement.

COORDINATING SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)