



PINELLAS PREPARATORY ACADEMY

JOB DESCRIPTION

GIFTED / ESE SPECIALIST

Major Function

Responsible for the educational leadership of students placed in exceptional education programs, including gifted students and students with disabilities. The specialist is expected to understand and demonstrate the use of the school's curriculum, student instruction and assessment to maximize educational achievement for all students; work collaboratively to ensure a working and learning climate for all students that is safe, secure and respectful. Implementing strategies to reach the multiple intelligences of students through creative lessons is required.

Duties and Responsibilities:

- Works cooperatively with assigned county staffing specialist and ADAPT (Admissions Diagnostics and Placement Team) to initiate and complete pre-referrals for ESE, utilizing pre and post test assessments, interventions and observations in areas of concern.
- Works cooperatively with parents and teachers to identify students sited as potentially eligible for Gifted Program services. Conduct screenings to determine need for further evaluation for eligibility; collects characteristics data and administers Kaufman Brief Intelligence Testing. Develops appropriate Individual Educational Plans (IEPs), Gifted Educational Plans (EPs) or Academic Improvement Plans (AIPs), and Behavior Success Plans (BSPs), including determining present levels of performance, annual goals, and benchmarks or short-term objectives.
- Collects student performance data and reports student progress toward IEP/EP goals.
- Supports general education teachers in implementing appropriate accommodations or enrichment/acceleration strategies.
- Schedules and conducts IEP/EP meetings with parents and appropriate school and agency personnel. Completes matrix of services if required.
- Maintains and/or oversees specialized therapists' (i.e. SP, OT) maintenance of ESE case management records.
- Regularly reviews and provides updated information for SASI.
- Reports Full Time Equivalency (FTE) accurately.
- Participates in eligibility determination meetings.
- Serves as Local Education Agency (LEA) Representative, if designated by administrator.
- Participates in Professional Development activities relating to performing job responsibilities.
- Demonstrates knowledge of Individuals with Disabilities Education Act (IDEA) and implements all requirements.
- Demonstrates knowledge of Special Diploma Sunshine State Standards (SDSSS) and Alternate Assessment.
- Plans and delivers instruction designed to assist students with disabilities in mastering the Sunshine State Standards.
- Plans and develops curricula designed to address the Sunshine State Standards for Gifted Students and delivers instruction that effectively challenges their higher level thinking skills.
- Assists in the development of appropriate interventions for students suspected of having a disability.
- Participates in developing Functional Behavior Assessments (FBAs) and implementing Behavior Improvement Plans (BIPs) for students with disabilities.
- Participates in Manifestation Determination meetings.
- Supervises teacher assistant in providing instruction for students, as required.
- Consults regularly with school administrators on ESE issues.
- Performs other related duties as assigned.

Minimum Qualifications:

Bachelor's degree from a fully accredited college or university. Possession of, or eligibility for, a Florida Educators certificate required by the Florida Department of Education (ESE, EH, EMH, MH, MR or SLD, and a Gifted endorsement). This includes both certification in the appropriate exceptional student area(s) and any content certification required by No Child Left Behind (NCLB).

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Teachers are allowed ten Personal Time Off days per year. Benefits shall be paid monthly at a rate of 15.5% of salary during the year.