



## Job Title: Specialist, Student Enrollment (Program Placement)

Salary Schedule: Instructional

Job Code: 310710

Pay Grade: Instructional

JDE: S-11.75

### MAJOR FUNCTION:

Provide efficient, customer-oriented service to Exceptional Student Education (ESE) students and parents in order to comply with both the student enrollment plan and the Individuals with Disabilities Education Act (IDEA).

### MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution; Master's degree preferred.
- Three (3) years of Highly Effective/Effective experience as a Staffing Specialist with proficiency in reading and interpreting Individual Education Plans (IEPs).
- Valid Florida teaching certificate in Exceptional Student Education.
- Proven experience successfully managing business/department functions and staff preferred.
- Industry certification preferred.
- Lean Six Sigma Certification preferred.

Such alternatives to the above qualifications as the Board may find acceptable.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and concise oral and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of and the ability to interpret and enforce pertinent regulations, policies, and procedures for the functional area of assignment.
- Knowledge of and experience using multiple project management tools and methodologies.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to deliver high-quality customer service in a timely and professional manner.

### REPORTS TO:

Director, Student Enrollment or Designated Administrator

### ESSENTIAL JOB FUNCTIONS:

- Apply specific content expertise related to ESE District policies and the student enrollment plan and procedures to provide student enrollment services while keeping in compliance with IDEA.
- Maintain current knowledge to assure compliance with student enrollment systems and school utilization plans.
- Collaborate with school personnel, parents, and coordinators to ensure the provision of special education services, related services, modifications, and accommodations as indicated on each student's Individual Education Plan (IEP).
- Serve as a resource for families of students with disabilities.
- Attend meetings/in-service training with the ESE Director/designee.
- Conduct presentations and perform community outreach to assist others with the school selection process as it relates to ESE students.
- Interact face-to-face and on the telephone with parents, students, and community members regarding the student enrollment plan and ESE services.
- Utilize effective oral and written communication skills in dissemination of information, providing responses, and handling complaints.
- Assure accuracy in process and verifying student assignment-related documents and maintaining files and records.
- Work effectively under stress and maintain a positive demeanor during difficult interactions.
- Organize self, schedule appointments and meetings, prioritize tasks, and maintain a high level of energy to provide efficient student enrollment services.
- Represent the ESE Director in obtaining and reviewing IEPs of students transferring into Lee County to ensure the provision of special education services, related services, modifications, and accommodations as indicated on each student's IEP.
- Assume responsibility and authority for the Student Enrollment department during any absence of the office manager.
- Communicate with school personnel, parents, and staffing specialists to ensure proper transition of ESE services for students transferring into or within the District.



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### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> <b>Repetitive</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%



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Motion		
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

**TERMS OF EMPLOYMENT:** Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

**DAYS PER YEAR:** 196, 255

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** TALC

**WORKER'S COMP. CATEGORY:** 8868 – School Professionals

**BOARD ADOPTION:** 1-12-16

**REVISED:** 11-7-18, 1-26-21

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.