



The School Board of Polk County

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

Job Description

Position Title: LEA Facilitator

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 coordinate educational placement and appropriate services for students with disabilities. The person in this role will serve as the LEA (Local Education Agency) representative at staffings and IEP (Individual Education Plan) meetings at the assigned school. Simultaneously, this staff member will provide direct support to students with disabilities and their general education and ESE teachers to promote inclusion of students with disabilities in the general education environment.

Essential Functions of this Job

PERFORMANCE RESPONSIBILITIES:

Coordinates the referral, staffing, placement, and re-evaluation process for exceptional student education at the school level.

Serves as a member of individual educational plan (IEP) meetings as the LEA representative. Provides the level and frequency of direct support to students and teachers based upon general educators' and students' need for assistance.

Arranges for classroom and testing accommodations for students with disabilities.

Assists in the development and adaptation of curriculum and testing materials to meet the needs of teachers and students.

Models small group instruction to ESE students in general classes, as well as in a pullout setting.

Serves as a resource to school personnel regarding ESE rules and regulations.

STUDENT SUPPORT RESPONSIBILITIES:

Implements a program of study designed to meet individual needs of students with disabilities as outlined in the student's IEP.

Provide support for ESE student achievement in the general education classroom through cooperative

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consultation
and support facilitation.
Provides small group and supplemental services beneficial to students with disabilities as an extension of regular classroom activities and modification for students on access points attending basic classes.
Will assist with progress monitoring, data collection, analysis and necessary changes in the instructional program
for students with disabilities based on assessed results
Student responsibility will be at a school based level. LEA Facilitators will serve students with disabilities in a range specific to their school level to include a ratio not to exceed 1:15 at the elementary level, a ratio not to exceed 1:18 at the middle level, and a ratio not to exceed 1:20 at the high school level.
LEA Facilitators will serve in a 70/30, meetings/student contact capacity.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Candidate must demonstrate knowledge of ESE rules and regulations as outlined in the Individuals with Disabilities Education Act and Florida state board rule. Must possess knowledge of general education curriculum, Access Points curriculum, assessment and classroom accommodations and modifications. Must demonstrate the ability to work well with general educators, parents, and ESE teachers, as well as demonstrate the ability to team with regular and ESE teachers in a collaborative setting in academic and non-academic classes. Be able to communicate with school staff to carry out cooperative consultation for ESE students served in the general education environment with the knowledge of varying teaching methodologies.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a bachelor's degree is required. Master's Degree with advanced content area coursework is preferred. Must hold a valid Florida Professional Certificate and be fully qualified in any area of exception student education. A minimum of three to five years of experience as a highly successful classroom teacher is required, during which accomplishment in facilitating student learning gains was consistently demonstrated.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. 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 work with students and internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 0321

EEO5: 43

Approval Date: 2016-06-28

Date Last Revised:

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LEA Facilitator

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.