



Job Title: Coordinator – FDLRS, SEDNET, and FIN

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to develop, coordinate, and evaluate the implementation of equitable professional development and support services for parents, instructional, administrative, and support staff related to Exceptional Student Education and gifted education throughout the three school districts served in the FDLRS/EMERALD COAST, the nineteen school districts served by the Florida Inclusion Network (FIN), and the four Florida school districts served by the Multiagency Network for Emotional/Behavioral Disturbance (SEDNET) Region 1. This position supports state and local Exceptional Student Education (ESE) initiatives associated with these grants, and develops public and private school employee competencies/skills and knowledge as required in the performance of their assigned duties and responsibilities.

ESSENTIAL JOB FUNCTIONS

- Demonstrates knowledge of relevant policies and procedures, state and federal laws, and Florida Department of Education (FDOE) Initiatives, including Bureau of Exceptional Education and Student Services (BEESS) priorities. State Performance Plan (SPP) indicators and FDOE/BEESS Discretionary Projects and initiatives
- Designs and conducts needs assessments with district leadership and interprets data derived from needs assessments, state LEA Profiles and satisfaction surveys to determine professional development and support needs for the FDLRS/EMERALD COAST, FIN and SEDNET service areas consistent with the priorities outlined in the Project Outcomes in the Request for Allocation (RFA) and aligned with each District's goals and strategic commitments.
- Writes the annual FDLRS and FIN RFA and develops the FDLRS and FIN IDEA, Part B; IDEA, Part B Preschool; and General Revenue budgets and monitors budget implementation.
- Supervises the writing of the SEDNET Region 1 RFA and budgets
- Plans, develops, conducts, and facilitates professional learning activities and supports for staff, teachers, and parents of exceptional education and gifted education students aligned with the Florida Professional Development Protocol and grounded in research-based adult learning theories.

- Serves as lead trainer for selected initiatives.
- Supervises the overall implementation of FDLRS, FIN, and SEDNET project activities and is responsible for the management and evaluation of Center services per the Required Center Operating Procedures.
- Monitors the development of Best Practices in Inclusive Education (BPIE) plans and makes recommendations to School- and District-based leadership for continuous improvement focused on inclusive education.
- Manages the resources of FDLRS/EMERALD COAST, FIN, and SEDNET, including fiscal, materials, personnel, technology and equipment, as well as support services, ensuring efficiency and equity across the service region.
- Evaluates all project activities and center operations for FDLRS/EMERALD COAST, FIN, and SEDNET to determine the effectiveness of meeting identified needs across all Districts in all functions, consistent with the priorities outlined in the various Project Outcomes in the RFA.
- Coordinates and conducts effective meetings and facilitation of conversations across multiple entities, including Coordinating Councils, Advisory Committees and other administrative entities relative to center functioning, budget and services provided by FDLRS, FIN, and SEDNET.
- Provides timely, accurate, and accessible information to all FDLRS, FIN, and SEDNET network stakeholders.
- Oversees the development, coordination and delivery of online and virtual professional learning opportunities, coaching, modeling, book studies and other content formats supporting individual or site-based professional development (including Professional Development Alternatives (PDA), Middle Grades Online Content Review Module (MGOC), and Elementary K-6 Online Content Review Module, and incorporates Virtual Professional Learning into local initiatives.
- Prepares written and oral reports on the status of all deliverables identified in all grants and disseminates same to all stakeholders quarterly; writes, edits, and produces brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications to support FDLRS, FIN, and SEDNET initiatives and professional learning offerings.
- Maintains a network of peer contacts within the FDLRS, FIN, and SEDNET statewide networks, and through professional organizations.
- Exercises proactive leadership in promoting the vision and mission of all districts served.
- Facilitates effective teams and models and promotes positive team interactions.
- Provides oversight and direction for cooperative planning with other agencies; interacts with parents, outside agencies, businesses, and the community to enhance understanding of each district's initiatives and priorities; represents ESE interests on various advisory and/or steering committees and related leadership teams to identify school and community services appropriate to the special needs of students and families and to elicit support and assistance.
- Coordinates activities and participates in collaborative professional development efforts with various discretionary projects partners on initiatives co-aligned with the Bureau of Exceptional Education and Student Services (BEESS) and member districts.
- Writes Professional Service Agreements and manages subcontractors.
- Provides technical assistance/support to constituents and serves on statewide committees; serves as liaison with the FDOE for assigned areas of responsibility.
- Ensures communication with district leadership contacts in Escambia, Okaloosa, Santa Rosa, and Walton counties to inform of potential concerns or unusual events.

- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Promotes and supports professional growth for self and others.
- Assists districts in efforts to increase annual statewide ESE parent survey participation.
- Supervises assigned personnel across three discretionary projects serving multiple school districts, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the timely preparation of all required reports and maintains appropriate records as required by the state's Project Tracking System, the Student Outcome Database, and the Schedule of Deliverables for training, deliverables and service delivery for FDLRS, FIN, and SEDNET; ensures uniform use of the CHRIS tracking system, and provides data as required by various district departments across the service region.
- Consistently represents each district served in a positive and professional manner.
- Uses web-based and mobile technologies effectively.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited education institution.
- Certification in appropriate fields.
- Minimum of twenty-four (24) graduate semester hours in area supervised.
- Minimum of five (5) years of successful teaching experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of Escambia, Santa Rosa, Walton, and Okaloosa School Board policies, statutes, rules, and regulations relating to areas of responsibility.
- Requires the ability to display knowledge of relevant State and district budgetary, as well as programmatic and budgetary amendment, procedures.
- Requires the ability to make decisions on relevant information.
- Requires the ability to work cooperatively with other departments, school districts, and agencies.
- Requires the ability to display knowledge of current educational laws, policies, procedures, and trends, research and best practices and research related to area of responsibility.
- Requires the ability to display effective oral as well as written communication and grant writing skills.
- Requires the ability to display skill in the use of computers and other technological equipment.
- Requires the ability to display knowledge of state and national initiatives in adult learning theory, teacher training, and staff development.
- Requires the ability to manage and supervise personnel.
- Requires the ability to plan, organize, manage time, and prioritize duties for multiple, integrated projects across the service region.
- Requires the ability to manage finances and departmental budgets, ensuring regional equity.

- Requires the ability to display skill in the use of technology systems to include instructional and/or administrative applications.
- Requires the ability to display skill in positive people management.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: