



**Job Title:** Project Manager – SEDNET

## **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 – 15

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**JULY 16 2019**  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to interface with juvenile justice, mental health, child welfare agencies, and school districts in the development, coordination, and evaluation of equitable support services and professional development for instructional, support staff, and parents, related to the education and mental health needs of students with or at-risk of emotional/behavioral disability (E/BD) in SEDNET Region 1; support state and local Exceptional Student Education (ESE) initiatives related to E/BD students; and develop employee competencies/skills/knowledge as required in the performance of assigned duties and responsibilities.

## **ESSENTIAL JOB FUNCTIONS**

- Interacts with stakeholders to identify gaps in school and community services appropriate to the special needs of emotionally/behaviorally disabled students and families and develops strategies to reduce the gaps.
- Plans, develops, and conducts in-service training courses, workshops, and supports for staff, teachers, and parents of emotionally/behaviorally disabled students.
- Evaluates all project activities and operations for the SEDNET Region 1 service area to determine the effectiveness of meeting identified needs across all Districts.
- Writes, edits, and produces brochures, catalogs, newsletters, reports, personnel/general bulletins, web sites, social media, and/or specialized publications.
- Participates in collaborative professional development efforts with DOE Region I discretionary projects on initiatives co-aligned with the Bureau of Exceptional Education and Student Services (BEES) and member Districts, to include collaboration with universities and professional development partnerships.
- Coordinates activities as appropriate with BEES, FDLRS Center Managers, USF/MTSS, Florida Inclusion Network, CARD Centers, Project10, TATS.
- Serves as a liaison with the Florida Department of Education for assigned areas of responsibility.
- Serves on district, state, or community councils or committees as assigned or appropriate to the mission of the grant.
- Ensures communication with district leadership contacts in Escambia, Okaloosa, Santa Rosa, and Walton counties to inform of potential concerns or unusual events.

- Works closely with each District and its School staffs to disseminate information and current research in support of school improvement initiatives and processes that support improved outcomes for emotionally/behaviorally disabled students.
- Keeps well informed about current state and national trends and best practices in the education of emotionally/behaviorally disabled students, child welfare, juvenile justice, and children's mental health.
- Attends SEDNET in-service trainings and Project Work Days sponsored by The Florida Department of Education to keep abreast of programmatic practices and requirements.
- Maintains a network of peer contacts through professional organizations, works in member Districts and with other DOE discretionary projects and networks.
- Develops goals, objectives, activities, and expected outcomes for the SEDNET Project via writing of the annual Request for Allocation (RFA) based on local needs and BEESS initiatives, ensuring equity of services in the service area: Escambia, Okaloosa, Santa Rosa, and Walton counties.
- Completes activities required by The Florida Department of Education for monitoring, tracking, and evaluation of services rendered by SEDNET.
- Develops and manages the SEDNET Region 1 budgets and monitors implementation to ensure equity across the service region.
- Represents, consistently, each District served in a positive and professional manner.
- Provides oversight and direction for cooperative planning with other agencies to effect a system of collaborative planning and resource utilization among school districts, agencies, institutions of higher education, and other service providers.
- Performs other duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certification in an area of education or related field; preferably exceptional student education, social science, behavior analysis, or school psychology.
- A minimum of five (5) years of experience in education, mental health treatment, and/or residential services for emotionally/behaviorally disabled students.
- 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, Okaloosa, and Walton School Board policies, statutes, rules, and regulations relating to areas of responsibility.
- Requires the ability to display knowledge of fiscal District's budgetary 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 trends, 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 research and best practices in areas of responsibility.
- Requires the ability to display knowledge of state and national initiatives in systems of care.
- Requires the ability to display ability to plan, organize, manage time and prioritize duties across the four-district service region.
- Requires the ability to display ability to manage 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.
- Requires the ability to use small office equipment or computers.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or 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, 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 dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

**Date of Revision: July 16, 2019**

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