

# **NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**

## **COORDINATOR, ESE SPECIAL PROJECTS - ISRD**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- \* (1) Masters Degree from an accredited college or university.
- \* (2) Valid Florida teaching certificate or Professional License/Certification
- \* (3) Minimum of five (5) years experience working with students with disabilities
- \* (4) Knowledge of professional learning facilitation and delivery
- \* (5) Able to travel extensively, sometimes overnight
- \* (6) Valid Florida Driver's License.
- \* (7) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both written and oral form. Ability to initiate and maintain rapport with state department officials, statewide networks, community agencies, and universities. Ability to organize and conduct meetings and workshops and to communicate, plan, and disseminate precise information and interpretation of technical issues related to exceptional student education. Knowledge of current trends and research in all areas of exceptional student education, issues related to exceptional education curriculum, instructional techniques, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities. Knowledge of federal, state, and local exemplary practices in exceptional student education. Familiarity with statewide implementation of programs related to exceptional student education, databases, and national, state, and local resources. Knowledge and skills related to online instruction.

#### **REPORTS TO:**

Program Administrator, ISRD/NEFEC

### **JOB GOAL**

To facilitate the implementation of ISRD project activities and priorities related to exceptional student education at the state, regional, and local levels.

#### **SUPERVISES:**

None

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \* (1) Provide overall planning, coordination, and implementation of established project activities, under the direction of the ISRD program administrator with an emphasis on professional learning offerings, professional learning communities, and building district and consortium capacity for supporting exceptional students.
- \* (2) Coordinate programs and services with the Bureau of Exceptional Education and Student Services (BEESS), ISRD program administrator, ISRD Advisory Board, Florida's educational consortia, and established councils to meet identified project goals.

## **COORDINATOR, ESE SPECIAL PROJECTS – ISRD (Continued)**

- \* (3) Develop, conduct, facilitate, and evaluate professional learning activities related to exceptional student education programs, services, and project goals.
- \* (4) Provide technical assistance in leadership, management, and programming related to ESE activities and services.
- \* (5) Coordinate planning to involve FLDOE staff, agencies, districts, universities, and other agency personnel.
- \* (6) Plan, initiate, conduct, and evaluate project activities related to exceptional student education.
- \* (7) Collaborate with the program administrator and the ISRD administrative support staff to maintain all financial and budgetary matters.
- \* (8) Facilitate the updating, maintaining, and use of online resources through the ISRD website and other virtual tools.
- \* (9) Use technology to facilitate meetings and perform job responsibilities.

### **Inter/Intra-Agency Communication and Delivery**

- \* (10) Review and coordinate activities with other state and exceptional student education initiatives.
- \* (11) Work effectively through collaboration and coordination with stakeholders and partners served by ISRD with an emphasis on the Heartland Educational Consortium (HEC) region.
- \* (12) Represent exceptional student education interests on various statewide advisory committees as relevant and appropriate.
- \* (13) Use effective communication strategies to interact with a variety of audiences face-to-face and virtually.

### **Professional Growth and Improvement**

- \* (14) Attend state and national conferences, training sessions, and workshops relevant to exceptional student education and related to project goals to remain current in exceptional student education programs and services.
- \* (15) Keep well informed about trends and best practices in ESE.
- \* (16) Maintain a network of peer contacts in related fields.
- \* (17) Promote and support the professional growth of self and others.
- \* (18) Develop annual goals related to project implementation.

### **Systemic Functions**

- \* (19) Complete all required reports in a timely manner.
- \* (20) Maintain and monitor all required records, websites, virtual resources, and files related to the ISRD project.
- \* (21) Plan, implement, and analyze the development of project activities through collaboration with targeted state, regional, and local personnel.
- \* (22) Develop products related to project goals and activities.
- \* (23) Adequately plan all program and organizational functions within reasonable timeframes.
- \* (24) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.
- \* (25) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

### **Leadership and Strategic Orientation**

- \* (26) Use appropriate strategies and problem-solving tools to make decisions concerning planning, use of funds, delivery of services, and evaluation of activities.
- \* (27) Provide leadership, direction and coordination of initiatives that support the specified project goals and objectives.

## **COORDINATOR, ESE SPECIAL PROJECTS – ISRD (Continued)**

- \*(28) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(29) Provide oversight and direction for cooperative planning with other agencies to ensure the achievement of project goals.
- \*(30) Perform other tasks consistent with the goals and objectives of this position.

### **Worksite Service Standards**

- \*(31) Exhibit a positive and flexible attitude.
- \*(32) Foster and develop a professional image.
- \*(33) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(34) Exhibit compassion and humility.
- \*(35) Promote a passion for learning and growing.
- \*(36) Demonstrate initiative.
- \*(37) Exhibit the ability to multitask and problem solve.
- \*(38) Translate organizational purpose into observable behavior.

### **Assessment and Other Services**

- \*(39) Participate in the NEFEC performance appraisal systems for employees.
- \*(40) The accurate and timely filing of all applicable reports.
- \*(41) The completion of professional development activities as appropriate

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. (Must be able to do extensive driving and overnight travel.)

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### **TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.  
Compensation based on Pay Grade 7.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.