

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM
COORDINATOR, VIRTUAL INSTRUCTION, FDLRS ADMINISTRATION
JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Bachelor's Degree from an accredited college or university in Exceptional Student Education, General Education, Technology and/or Instructional Design, or a related field.
- * (2) Valid Florida teaching certificate. Certification in ESE preferred.
- * (3) Minimum of five (5) years teaching experience. ESE preferred.
- * (4) Significant professional experience in virtual professional learning, webinars, technology incorporation, media production, and communication strategies.
- * (5) Minimum of five (5) years of experience in delivery of services to education professionals through workshops, training of trainers or curriculum resources.
- * (6) Computer proficiency.
- * (7) Valid Florida Driver's License.
- * (8) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the design and delivery of distance learning programs including FDLRS' Professional Development Alternatives (PDA) and technology resources. 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 organize and conduct meetings and workshops. Experience developing and using online courses and professional development. 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 and experience in the effective use of web authoring tools, and learning management systems. Ability to design, create and deliver content in a variety of instructional delivery formats while utilizing effective instructional strategies and design principles. Experience in project development, administration and supervision, and/or interagency coordination. Knowledge and experience in managing budgets. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals.

REPORTS TO:

FDLRS Administration Project/Administrator of ESE Special Projects

JOB GOAL

To provide vision and leadership in the area of online learning, resources, and professional development by coordinating the efforts of content experts, current technology and media through the creation and improvement of virtual and face-to-face delivery methods pursuant to the mission and service of NEFEC.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Provide overall coordination of established project activities, under the direction of the Project Administrator, with an emphasis on Professional Development offerings and virtual instruction.
- * (2) Coordinate programs and services with Administrator of ESE Special Projects, Advisory Boards and established councils to meet identified project goals.

COORDINATOR, VIRTUAL INSTRUCTION, FDLRS ADMINISTRATION (Continued)

- * (3) Develop, conduct and/or facilitate professional development activities related to exceptional student education programs, services and project goals, including development of virtual professional development and online courses.
- * (4) Provide technical assistance in leadership, online instruction, and programming related to ESE activities and services.
- * (5) Coordinate planning to involve DOE, staff, agencies, districts, university and other agency personnel as directed by the Administrator of ESE Special Projects.
- * (6) Plan, initiate, conduct and evaluate project activities related to exceptional student education.
- * (7) Follow the direction of the Administrator of ESE Special Projects to maintain all financial and budgetary matters.
- * (8) Facilitate the updating, maintaining and utilization of online professional development modules and communication tools including websites and LiveBinders.
- * (9) Provide direction, coordination, and oversight for the FDLRS Virtual Learning Program including the management, evaluation, and improvement of the program and its components under the direction of the FDLRS Administrator.
- * (10) Coordinate the development of online learning resources and tools to meet specific training needs related to requests by the FDLRS Network.
- * (11) Oversee media production for professional development and instructional purposes.
- * (12) Plan, coordinate, and produce training and support resources for FDLRS Network and end-users.
- * (13) Provide direction, coordination, and oversight for the FDLRS website and its effectiveness as a resource for all stakeholders.

Inter/Intra-Agency Communication and Delivery

- * (14) Review and coordinate activities with other state and exceptional student education initiatives.
- * (15) Work effectively through collaboration and coordination with Advisory Committees, Network Workgroups, oversight committees, DOE personnel and state, regional and local contacts.
- * (16) Establish and maintain lines of communication with appropriate DOE personnel, district and community personnel relative to the established project goals and activities to ensure information exchange, coordination and support, including use of websites and online collaboration tools.
- * (17) Use effective communication strategies to interact with a variety of audiences.
- * (18) Work effectively with school leadership teams, member district personnel, state and local agencies and other appropriate persons.
- * (19) Coordinate technical support and maintenance including with interoffice personnel as needed to support project goals and objectives.
- * (20) Serve on district, state and interagency committees or councils related to instructional technology, distance learning and assigned programs and projects as determined by Administrator of ESE Special Projects.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Keep supervisor informed of potential problems or unusual events.

Professional Growth and Improvement

- * (23) Facilitate, present, plan and attend state and national conferences and meetings relevant to exceptional student education.
- * (24) Coordinate and collaborate with DOE, statewide networks and University personnel to assist in professional development preparation in the area of exceptional student education.
- * (25) Facilitate the development, implementation and evaluation of staff development activities.
- * (26) Keep well informed about trends and best practices in ESE, leadership and virtual instruction.
- * (27) Maintain a network of peer contacts in related fields.
- * (28) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (29) Set high standards and expectations for self and others.

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- *(30) Promote and support the professional growth of self and others.
- *(31) Attend training sessions, conferences and workshops related to project goals and to remain current in virtual instruction, exceptional student education programs and services.
- *(32) Develop annual goals related to project implementation.
- *(33) Establish and maintain lines of communication with appropriate personnel, district and community personnel relative to the established project goals and activities to ensure information exchange, coordination and support.

Systemic Functions

- *(34) Provide accurate and appropriate record keeping for continuous accountability and documentation of project activities designed to achieve various project objectives.
- *(35) Establish and manage all financial and budgetary matters for assigned projects and grants as determined by Administrator of ESE Special Projects.
- *(36) Assist Administrator of ESE Special Projects in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver the services throughout the FDLRS Network.
- *(37) Develop products related to project goals and activities.
- *(38) Prepare or oversee the preparation of all required reports in a timely manner.
- *(39) Adequately plan all program and organizational functions within reasonable timeframes.
- *(40) Promote a culture of service by exhibiting proactive interaction, assistance and support all stakeholders.
- *(41) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.

Leadership and Strategic Orientation

- *(42) Provide leadership and vision for virtual learning and technology integration as it pertains to all internal and external stakeholders.
- *(43) Assist in the development of activities designed to achieve priority goals identified by the project and by NEFEC.
- *(44) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services and evaluation of activities.
- *(45) Provide leadership, direction and coordination of initiatives, which support the specified project goals and objectives.
- *(46) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- *(47) Demonstrate initiative in the performance of assigned responsibilities.
- *(48) Provide oversight and direction for cooperative planning with other agencies.
- *(49) Perform other tasks consistent with the goals and objectives of this position.
- *(50) Use appropriate interpersonal styles and methods to guide individuals and groups toward positive change or task accomplishment.
- *(51) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Worksite Service Standards

- *(52) Exhibit a positive and flexible attitude.
- *(53) Foster and develop a professional image.
- *(54) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- *(55) Exhibit compassion and humility.
- *(56) Promote a passion for learning and growing.
- *(57) Demonstrate initiative.

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- *(58) Exhibit the ability to multitask and problem solve.
- *(59) Translate organizational purpose into observable behavior.

Assessment and Other Services

- *(60) The use of the adopted performance appraisal system to improve practice.
- *(61) The accurate and timely filing of all applicable reports.
- *(62) 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.

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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 the evaluation of personnel.