

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

PROGRAM ADMINISTRATOR, ISRD

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Master's Degree from an accredited college or university.
- * (2) Valid Florida teaching certificate in Exceptional Student Education (ESE).
- * (3) Minimum of five (5) years experience in ESE Administration.
- * (4) Minimum of five (5) years teaching experience in ESE.
- * (5) Minimum of two (2) years coordinating large and/or statewide professional learning events.
- * (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, 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:

NEFEC Assistant Director of Instructional Services

JOB GOAL

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

SUPERVISES:

Administrative Assistant

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide overall planning, coordination, and implementation of established project activities 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 BEESS, ISRD Advisory Boards Florida's educational consortia, and established councils to meet identified project goals.
- * (3) Develop, conduct and/or facilitate staff development activities related to exceptional student education programs, services, and project goals.

PROGRAM ADMINISTRATOR, ISRD (Continued)

- * (4) Provide technical assistance in leadership, management, and programming related to ESE activities and services. Develop and maintain a system for mentoring new ESE Directors and for providing instrumental and procedural assistance among districts.
- * (5) Coordinate and cultivate an Advisory Committee to guide the planning of ISRD objectives and activities. This Advisory Committee will involve FDOE/BEESS, relevant discretionary project staff, stakeholders in districts served by ISRD, and university personnel.
- * (6) Direct and coordinate planning to involve Florida DOE, staff, agencies, districts, university and other agency personnel.
- * (7) Manage, monitor, and , maintain all financial and budgetary matters for the ISRD project.
- * (8) Facilitate the delivery of project related services and activities throughout Florida.
- * (9) Facilitate the updating, maintaining, and utilization of online resources through the ISRD website and other virtual tools.

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 both within and outside of NEFEC, including, but not limited to those noted in (2) and (5), above.
- * (12) Represent exceptional student education interests on various statewide advisory committees as relevant and appropriate.
- * (13) Establish and maintain lines of communication with appropriate Florida DOE district, and community personnel relative to the established project goals and activities to ensure information exchange, coordination, and support.
- * (14) Use effective communication strategies to interact with a variety of audiences.
- * (15) Coordinate all aspects of other initiatives as requested by NEFEC, and BEESS.

Professional Growth and Improvement

- * (16) Facilitate, present, plan, and attend state and national conferences and meetings relevant to exceptional student education.
- * (17) Coordinate and collaborate with DOE, statewide networks and University personnel to assist in professional development preparation in the area of exceptional student education.
- * (18) Facilitate the development, implementation, and evaluation of staff development activities.
- * (19) Keep well informed about trends and best practices in ESE.
- * (20) Maintain a network of peer contacts in related fields.
- * (21) Promote and support the professional growth of self and others.
- * (22) Attend training sessions, conferences, and workshops related to project goals and to remain current in exceptional student education programs and services.
- * (23) Develop annual goals related to project implementation.

Systemic Functions

- * (24) Complete all required reports in a timely manner.
- * (25) Maintain and monitor all required records, websites, virtual resources, and files related to the ISRD project.
- * (26) Coordinate documentation of project accountability efforts and requirements using the DOE/BEESS Project Tracking System database.
- * (27) Plan, implement, and analyze the development of project activities through collaboration with targeted state, regional, and local personnel.
- * (28) Develop products related to project goals and activities.

PROGRAM ADMINISTRATOR, ISRD (Continued)

- * (29) Assist the Director of Instructional Services in maintaining appropriate coordination among the multiple projects that work collaboratively to deliver the services available through NEFEC.
- * (30) Adequately plan all program and organizational functions within reasonable timeframes.
- * (31) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.
- * (32) Promote a culture of service by exhibiting proactive interaction, assistance, and support to district staff.
- * (33) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

Leadership and Strategic Orientation

- * (34) Design, develop, and implement activities to achieve priority goals identified in the project.
- * (35) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services, and evaluation of activities.
- * (36) Provide leadership, direction, and coordination of initiatives that support the specified project goals and objectives.
- * (37) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- * (38) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (39) Assist in the development of NEFEC's strategic plan.
- * (40) Demonstrate initiative in the performance of assigned responsibilities.
- * (41) Provide oversight and direction for cooperative planning with other agencies.
- * (42) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

- * (43) Exhibit a positive and flexible attitude.
- * (44) Foster and develop a professional image.
- * (45) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- * (46) Exhibit compassion and humility.
- * (47) Promote a passion for learning and growing.
- * (48) Demonstrate initiative.
- * (49) Exhibit the ability to multitask and problem solve.
- * (50) Translate organizational purpose into observable behavior.

Assessment and Other Services

- * (51) Invest and participate in the adopted performance appraisal systems for employees.
- * (52) The accurate and timely filing of all applicable reports.
- * (53) 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:

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Twelve months. Eight hours per day.

Compensation based on Pay Grade-5.

EVALUATION:

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