

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### COORDINATOR, ESE SPECIAL PROJECTS

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- \* (1) Bachelor's Degree from an accredited college or university, Masters preferred.
- \* (2) Valid Florida teaching certificate in Exceptional Student Education.
- \* (3) Minimum of five (5) years experience in ESE Administration.
- \* (4) Minimum of five (5) years teaching experience in ESE.
- \* (5) Knowledge of online delivery of instruction.
- \* (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. 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 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:

Administrator, ESE Special Projects/FDLRS Administrative project

#### JOB GOAL

To facilitate the implementation of special projects activities related to exceptional student education, including online instruction initiatives, at the state, regional and local levels.

##### SUPERVISES:

None

##### 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.
- \* (3) Develop, conduct and/or facilitate staff development activities related to exceptional student education programs, services and project goals, including development of virtual Professional Development and online courses.

**COORDINATOR, ESE SPECIAL PROJECTS (Continued)**

- \* (4) Provide technical assistance in leadership, online instruction, programming and 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) Assist state and district personnel in identifying efforts in recruitment and retention of exceptional student education teachers.
- \* (9) Facilitate the updating, maintaining and utilization of online professional development modules and communication tools including websites and Wikispaces.

**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 Advisory Committees, HRD Workgroups, oversight committees, DOE personnel and state, regional and local contacts.
- \* (12) Represent exceptional student education interests on various advisory committees as determined by Administrator of ESE Special Projects.
- \* (13) 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 Wikispaces.
- \* (14) Use effective communication strategies to interact with a variety of audiences.
- \* (15) Coordinate all aspects of designated special projects with emphasis on Professional Development Alternatives for Exceptional Student Educators.

**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, Wikispaces and files related to project.
- \* (26) Plan, implement and analyze the development of project activities through the collaboration with targeted state, regional and local personnel.
- \* (27) Develop products related to project goals and activities.
- \* (28) Adequately plan all program and organizational functions within reasonable timeframes.
- \* (29) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.

**COORDINATOR, ESE SPECIAL PROJECTS (Continued)**

- \*(30) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

**Leadership and Strategic Orientation**

- \*(31) Assist in the development of activities designed to achieve priority goals identified in the project.
- \*(32) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services and evaluation of activities.
- \*(33) Assist in implementing NEFEC's goals and Areas of Focus.
- \*(34) Provide leadership, direction and coordination of initiatives, which support the specified project goals and objectives.
- \*(35) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- \*(36) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(37) Demonstrate initiative in the performance of assigned responsibilities.
- \*(38) Provide oversight and direction for cooperative planning with other agencies.
- \*(39) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(40) Exhibit a positive and flexible attitude.
- \*(41) Foster and develop a professional image.
- \*(42) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(43) Exhibit compassion and humility.
- \*(44) Promote a passion for learning and growing.
- \*(45) Demonstrate initiative.
- \*(46) Exhibit the ability to multitask and problem solve.
- \*(47) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(48) The use of the adopted performance appraisal system to improve practice.
- \*(49) The accurate and timely filing of all applicable reports.
- \*(50) 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.)

Job Description Supplement 03

**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.

**COORDINATOR, ESE SPECIAL PROJECTS (Continued)**