

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### PROGRAM ADMINISTRATOR, FDLRS-NEFEC

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- \* (1) Master's Degree from an accredited college or university.
- \* (2) Valid Florida teaching certificate.
- \* (3) Certification in Exceptional Student Education.
- \* (4) Valid Florida Driver's License.
- \* (5) Minimum of five (5) years experience in Exceptional Student Education (ESE).
- \* (6) Certification/experience in administration/supervision.
- \* (7) Computer proficiency, including use of web-based technologies.
- \* (8) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to initiate and maintain rapport with member districts, NEFEC, state department officials, community agencies and universities. Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both oral and written form. Ability to organize and conduct meetings, to provide conflict resolutions, 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, including child development, learning styles, curriculum, assistive/instructional technology, and effective instructional methodology/practices. Knowledge of rules, regulations, statutes, policies, special programs, and procedures affecting individuals with disabilities on a federal, state, and local level. Access to and understanding of litigation affecting individuals with disabilities. Ability to provide consultation and advice to teachers, parents, principals, and district staff on exceptional student education policies, procedures, rules, regulations and laws. Ability to manage fiscal responsibilities related to federal and state funding. Knowledge of grant writing and ability to coordinate grant activities. Ability to supervise and evaluate personnel. Knowledge of design and delivery of professional development programs, including online instruction and application of adult learning theories. Ability to effectively use media and materials, including current software applications and programs. Ability to identify, collect, analyze, interpret, and report data.

#### REPORTS TO:

Director of Instructional Services

#### JOB GOAL

To plan and supervise the delivery of all ESE-related programs and services to member districts.

#### SUPERVISES:

Human Resource Development Specialists, FDLRS

Human Resource Development Specialist, FIN

Child Find Specialists, FDLRS

Technology Specialists, FDLRS

Parent Services Specialist

**PROGRAM ADMINISTRATOR, FDLRS-NEFEC (Continued)**

Administrative Assistants, Instructional Services, FDLRS

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Supervise all aspects of assigned ESE projects, including the four functions of the FDLRS grant (Child Find, HRD, Parent Services and Technology) and the work of the FIN Facilitator.
- \* (2) Provide technical assistance in leadership, management program development and evaluation, and legal issues related to exceptional student education activities and services to ESE personnel and others.
- \* (3) Oversee the coordination of programs and services with advisory committees, Board of Directors, and Coordinating Councils to meet identified needs.
- \* (4) Identify and pursue funding to assist with program development and enhancement for District exceptional student education programs.
- \* (5) Establish and manage all financial and budgetary matters for multiple fund sources.
- \* (6) Develop, conduct and/or facilitate professional learning activities related to exceptional student education programs and services for districts, parents and agency personnel.
- \* (7) Oversee the development, coordination and delivery of online professional learning modules, book studies and other content formats.
- \* (8) Coordinate the updating, maintenance and utilization of communication tools, including the website and social media.

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

- \* (9) Communicate with and supply information and reports to the State Department, Consortium Executive Director, Associate Executive Director, Instructional Services, ESE Administrators and others.
- \* (10) Represent exceptional student education interests on various advisory and steering committees.
- \* (11) Provide technical assistance/support and serve on statewide committees as appropriate.
- \* (12) Direct and coordinate planning to involve staff, district and school personnel, community representatives and others when appropriate.
- \* (13) Establish rapport and maintain effective communication and coordination among schools, districts, universities, FLDOE, BEESS, parents, families, agencies and non-public schools who may provide services to students with disabilities to ensure information exchange, support for the decision-making process and continuous quality improvement.
- \* (14) Maintain a working relationship with all appropriate governmental agencies.
- \* (15) Coordinate with district efforts to plan, develop and implement state initiatives.
- \* (16) Use effective communication strategies to interact with a variety of audiences.
- \* (17) Respond to inquiries and concerns in a timely manner.
- \* (18) Assist other projects by providing services as part of collaborative effort when needed.

**Professional Growth and Improvement**

- \* (19) Coordinate and collaborate with DOE, statewide networks and University personnel to assist in professional learning preparation in the area of ESE.
- \* (20) Assist in the development, implementation and evaluation of professional learning activities.
- \* (21) Set high standards and expectations for self and others.
- \* (22) Keep up-to-date and well-informed about trends and best practices in assigned areas to fulfill project goals and objectives.
- \* (23) Attend conferences, workshops and meetings related to project goals and communicate relevant information to personnel and stakeholders.

**PROGRAM ADMINISTRATOR, FDLRS-NEFEC (Continued)**

- \*(24) Maintain a network of peer contacts through professional organizations.
- \*(25) Promote and support the professional growth of self and others, including assigned personnel.
- \*(26) Develop annual job goals relating to NEFEC and departmentally –identified Areas of Focus and project priorities.

**Systemic Functions**

- \*(27) Plan, implement and analyze the development of project activities through the collaboration with targeted state, regional and local personnel.
- \*(28) Complete, in a timely manner, all required reports for local, state and federal educational agencies.
- \*(29) Maintain and monitor all required records and files including CHRIS Child Find system.
- \*(30) Coordinate documentation of project accountability efforts and requirements utilizing the DOE/BEESS Project Tracking System database.
- \*(31) Assist the Director of Instructional Services in maintaining appropriate coordination among the multiple projects that work collaboratively to deliver the services available through NEFEC.
- \*(32) Supervise assigned personnel, conduct mid-year and annual performance appraisals and make recommendations for appropriate employment action.
- \*(33) Demonstrate support for ESE projects and the NEFEC vision, mission, goals and priorities.
- \*(34) Adequately plan all program and organizational functions within reasonable timeframes.
- \*(35) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

**Leadership and Strategic Orientation**

- \*(36) Assist in the implementation of NEFEC's goals and Areas of Focus.
- \*(37) Demonstrate initiative in the performance of assigned responsibilities.
- \*(38) Identify potential problems, use appropriate problem-solving strategies and develop processes for improving outcomes related to planning, utilization of funds, service delivery and evaluation of project activities.
- \*(39) Serve as a member of the NEFEC Leadership team, exercising proactive leadership in promoting the vision and mission of the Consortium.
- \*(40) Provide oversight and direction for cooperative planning with other agencies.
- \*(41) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \*(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) The use of the adopted performance appraisal system for improving practice.
- \*(52) The accurate and timely filing of all applicable reports.

**PROGRAM ADMINISTRATOR, FDLRS-NEFEC (Continued)**

\*(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:**

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.