

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM
DIRECTOR OF FLORIDA MIGRANT INTERSTATE PROGRAM (FMIP)

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Master's Degree preferred in Administration/Supervision, Educational Leadership, or related area appropriate to the assignment; when deemed appropriate, a bachelor's degree with ten years experience in a job-related area may be a satisfactory substitute
- * (2) Minimum of five (5) years of experience as a professional educator or experience in a field related directly to assignment; preference for administrative experience
- * (3) Valid Florida Driver's License and means of transportation
- * (4) Satisfactory clearance of a criminal history records check and drug screening

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of or experience in FLDOE's Request for Application (RFA) grant process and deadline expectations. Knowledge of budgeting. Demonstrated ability to prepare status reports for The Florida Migrant Education Program (FMEP) in an efficient and timely manner. Demonstrated ability to work with all stakeholders at the local, state, and national level. Ability to travel as required by the FMEP. Experiences with Migrant Education Program. Knowledge of or experience in utilizing statewide and community resources. Physical requirements to perform essential functions and tasks which may include exerting up to 20 pounds of force occasionally and/or 10 pounds of force as frequently a necessary; lifting, crawling, kneeling, bending, stooping, pulling, and pushing, if required.

REPORTS TO:

Director of Instructional Services

JOB GOAL

To implement the Florida Migrant Interstate Program (FMIP) by providing leadership and support in project activities including program procedures, record keeping, budgeting, research, and dissemination of best practices.

SUPERVISES:

Administrative Assistant

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Participate in assessing the needs of consumers and customers as outlined in the FLDOE Request for Application (RFA), in conjunction with the Florida Migrant Education Program (FMEP) leadership.
- * (2) Report to the Florida Department of Education for program monitoring and advisement.
- * (3) Develop procedures to ensure that the academic and health records of children migrating between the U.S and Mexico will be exchanged in a timely manner.
- * (4) Maintain existing and develop new Agri-Business initiatives.
- * (5) Research and disseminate best practices that assist migrant students in transitioning to post-secondary education.

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- * (6) Research, compile, disseminate and archive Scholarship Opportunities for Florida migrant students.
- * (7) Obtain and disseminate FMEP summer program schedules to receiving states; collaborate with receiving states to obtain and share receiving state summer locations/schedules to Florida based MEP students prior to summer migration.
- * (8) Compile and disseminate Florida Standards reference material flyers for MEP receiving states.
- * (9) Facilitate all activities for *Florida's Most Exemplary Migrant Students, Parents, Staff and Community Leaders Project*.

Inter/Intra-Agency Communication and Delivery

- * (10) Identify and maintain collaborative partnerships with sending and receiving states, along with FMEP districts serving Florida's migrant children.
- * (11) Establish and maintain interaction with the U.S. Department of Education Bi-national Education Office to facilitate acquisition and completion of specialized documents for records exchange and address any Bi-national Migrant Education Initiative (BMEI) requirements.
- * (12) Coordinate with states to exchange Florida Secondary Promotion/Graduation Requirements.
- * (13) Establish regular communications with appropriate District personnel in participating districts.
- * (14) Keep the Florida Department of Education informed regarding programs activities and initiatives.
- * (15) Serve on appropriate committees and councils that support the mission of this position.
- * (16) Keep the Director of Instructional Services informed of potential problems or unusual events.

Professional Growth and Improvement

- * (17) Schedule and attend workshops, meetings, and trainings under the direction of FMEP.
- * (18) Keep well informed about current trends in areas of responsibility.
- * (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (20) Set high standards and expectations for self and others.
- * (21) Develop annual goals and objectives consistent with and in support of NEFEC's mission and/or the assigned project.
- * (22) Maintain a network of peer contacts through professional organizations.

Systemic Functions

- * (23) Assist Florida's Migrant Student Information Exchange (MSIX) Administrator with migrant student records transfer accountability for state.
- * (24) Develop quarterly Florida Migrant Interstate Program (FMIP) Alerts.
- * (25) Maintain budget in compliance with Florida Department of Education's Grants Management with ongoing assistance from the School Board of Putnam County and the North East Florida Educational Consortium.
- * (26) Facilitate overall implementation of project activities as assigned by the RFA.
- * (27) Assume administrative responsibility for the fiscal operation of all assigned programs.
- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (30) Adequately plan all program and organizational functions within reasonable timeframes.

Leadership and Strategic Orientation

- * (31) Develop program objectives, strategies and/or activities to carry out the intent of assigned programs.
- * (32) Provide leadership and direction for the assigned areas of responsibility.

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- * (33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivery of services and evaluation of services provided.
- * (34) Exercise proactive leadership in promoting the vision and mission of the project.
- * (35) Provide oversight and direction for cooperative planning with other agencies.
- * (36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (37) Use appropriate styles and methods to motivate, gain commitment, and to facilitate task accomplishment.
- * (38) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

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

Assessment and Other Services

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

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TERMS OF EMPLOYMENT:

Twelve months. Eight hours per day.
Compensation based on Pay Grade 4

EVALUATION:

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