

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) A minimum of five (5) years of experience in education, mental health treatment, and/or residential services for emotionally/behaviorally disabled students.
- (2) Master's Degree in School Social Work or Mental Health Counseling or School Psychology or Guidance or Exceptional Student Education (ESE) or a related field.
- (3) Hold or eligible to hold Florida Educator's Certificate in at least one area of student services or an area of exceptional education or be licensed in a Mental Health related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong planning, organizational, written, and verbal interaction, and presentation skills. Ability to effectively communicate with all districts, family, and community stakeholders. Ability to facilitate groups and professional development for various stakeholders. Demonstrate knowledge of Florida Department of Education State Performance Plan Indicators. Demonstrate knowledge of Exceptional Education Indicators related to students with or at risk of emotional/behavioral disabilities. Possess a thorough understanding of the practical applications of child development and impact of adversity. Ability to read, analyze, synthesize and implement procedural information, district policies, federal and state rules, laws and regulations. Ability to work effectively with the Department of Education, SEDNET Administration Project, professional staff, district staff, school community, outside agencies, students and families. Demonstrate knowledge and practice of current education trends, research and technology. Ability to handle confidential and sensitive information with a high level of accountability. Ability to function as a member of a district leadership team. Knowledge of the local system of care partners to include juvenile justice, mental health, child welfare agencies and community partners.

REPORTS TO:

Project Administrator (Director, Exceptional Student Education and Student Services ,
School Board of Levy County)

JOB GOAL

To facilitate the access and development of support services such as mental health services, evaluations, and school programs to maintain placement and support within the home community for students with Emotional/Behavioral Disabilities (E/BD) and / or at-risk students and their families.

To provide professional functions in support of students with or at risk of Emotional/Behavioral Disabilities and serve as a school and community resource liaison for the multi-agency service network for students with behavioral disabilities. The SEDNET Coordinator, position will be based in Levy County and will require travel to and within Alachua, Baker, Bradford, Union, Gilchrist, and Levy counties, as needed.

--

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Represent the Local School Districts at Interagency meetings.
- * (2) Assist local school districts in the development, coordination, and evaluation of support services and professional development for instructional, support staff, and parents.
- * (3) Provide appropriate technical assistance and support to enable students with emotional and behavioral disabilities to learn appropriate behaviors, regulate emotions, reduce dependency, graduate, and fully participate in all aspects of school and community living.
- * (4) Provide technical assistance and collaboration with school districts and the local systems of care for students with E/BD including necessary educational, residential, and mental health treatment services to increase positive outcome.
- * (5) Represent the local school district and students at Local Review team meeting to determine services and support necessary for the student to be successful at school and home environments.
- * (6) Support and represent the needs of students with or at risk of emotional behavioral disability in each school district in joint planning with fiscal agents of children's mental health funds, including the expansion of school-based mental health services, transition services, and integrated education and treatment programs.
- * (7) Improve coordination of services for children with or at risk of emotional or behavioral disabilities and their families by assisting multiagency collaborative initiatives to identify critical issues and barriers of mutual concern and develop local response systems that increase home and school connections and family engagement.
- * (8) Increase parent and youth involvement and development with local systems of care.
- * (9) Participate in BEESS onsite visits and provide technical assistance and training.
- * (10) As appropriate, review restraint and seclusion data, dropout and graduation rates, discipline rates and other data as related to the outcome of students with E/BD.
- * (11) Provide technical assistance and training in areas identified as needing improvement.
- * (12) Participate in all FLDOE meetings and conference calls.
- * (13) Participate in all SEDNET meetings and calls as identified in the discretionary project grant.
- * (14) Provide services and supports to all districts within the local SEDNET region.
- * (15) Provide trainings to support students with or at risk of E/BD to include trauma informed care, emotional regulations, and others as identified by grant administrator.
- * (16) Complete all services identified in the schedule of deliverables quarterly and complete reporting in the Project Tracking System.
- * (17) Ability to work in a constant state of alertness and safe manner.

* Essential Performance

PHYSICAL REQUIREMENTS: Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the Levy School District's approved compensation plan. 12 month position.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Levy County school board's policy on evaluation of personnel

Job Description Supplement Code 8

Lane A6

Salary Index. 8973 of the Administrative Salary Schedule

12 Month Position

DOE Job Code 51090

Revised Board Approval ~~04/11/2017~~ ~~08/13/2019~~ ~~08/24/2021~~ ~~2/28/23~~ 6/13/23