

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
March 20, 2017

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge Jerry Taylor, Chairman
- 9:02 a.m. Director of Facilities Update..... Mark Carver
- District Safety Program
- 9:45 a.m. Human Resources Department Update..... Walter Boatright
- Job Descriptions (**pgs. 2-22**)
- 10:00 a.m. Assistant Superintendent of Instruction..... Janene Fitzpatrick
- Department Update
- Evaluation Plan
 - Summer School Positions
- 10:45 a.m. Policy Updates Bill Brothers
- 11:15 a.m. Superintendent Update..... Ted Roush
- 11:30 a.m. Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY
ASSISTANT SUPERINTENDENT OF INSTRUCTION
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration/Supervision, Leadership, School Principal, or Professional School Principal.
- (3) Minimum of three (3) years of school level administrative experience preferred.
- (4) Or other appropriate certification required by the Florida Department of Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state, and local educational goals and objectives. Knowledge of learning theory, program planning, curriculum development, and management of instructional programs relevant to Pre-K – Adult and Exceptional Student Education. Knowledge of statutory and regulatory requirements in area of responsibility. Knowledge of Management Information Systems for student data/F.T.E. Knowledge of current state goals in technology. Ability to interpret and implement laws, rules, and policies. Ability to supervise people. Ability to plan and present information to a variety of audiences. Ability to facilitate various size groups using facilitative leadership skills. Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. In-depth knowledge of assigned curriculum, program, or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that the curriculum implemented in the classrooms in the District meets the educational needs of all students.

SUPERVISES:

Director of Student Services/School Psychologist
 Director of ~~Elementary and Early Childhood Education~~ Curriculum and Instruction
~~Director of Federal Programs~~ Coordinator of School Improvement/Title I
 21st Century Project Director
 Secretary/ Textbook and Certification
Administrative Support Specialist-Food Service/Federal Programs
 Principals

ASSISTANT SUPERINTENDENT OF INSTRUCTION (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Direct the overall activities of planning, developing, implementing, and evaluating all District instructional programs and curriculum.
- * (2) Assist in determining the types of programs needed by the schools and make appropriate recommendations.
- * (3) Report on status of District programs and services at the request of the Superintendent.
- * (4) Oversee the coordination of research activities pertaining to programs and special projects of the District.
- * (5) Review and analyze contracts and agreements with other agencies or institutions.
- * (6) Coordinate and oversee FTE audits, surveys, and reports, including instructional applications, annual estimates, and collection and analysis of data.
- * (7) Oversee the student data system and project FTE for the District.
- * (8) ~~Oversee the development and implementation of the Digital Classroom Plan required by the State.~~
- * (9) ~~Coordinate~~ Supervise with the Federal Title Programs.
- * (10) ~~Coordinate~~ Supervise the Department of Student Services/ESE departments.
- * (11) Assist with management of the Human Resources Department and Teacher Training.
- * (12) Supervise the teacher certification department.
- * (13) ~~Maintain~~ Oversee and update the Student Progression Plan.
- * (14) ~~Oversee the development and implementation of the Supplemental Academic Instructional Plan required by the State.~~
- * (15) Oversee the 21st Century After-School Program.
- * (16) Provide leadership in identifying and acquiring appropriate teaching materials, textbooks and equipment.
- (17) Shall assume additional responsibilities as designated by the Superintendent.

*Note: All District-level duties and responsibilities for the instructional program require collaborative planning and effort from the Assistant Superintendent ~~for~~ of Instruction, the Director of Elementary Education Curriculum and Instruction, and the ~~Director of Assessment/Curriculum Specialist~~, Director of Student Services, and the Director of Federal Programs.

Intra/Inter-Agency Communication and Delivery

- * (18) Conduct meetings with principals, curriculum coordinators and guidance counselors to assist with curriculum program implementation and improve communication.
- * (19) Interpret Florida Statutes, State Board of Education rules, Suwannee County School Board rules, and other regulations to principals and other personnel.
- * (20) Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- * (21) Establish and maintain procedures for referral and cooperative planning with other state and local agencies.
- * (22) Oversee the reporting to regulating agencies, including the Florida Department of Education and the Advance-ED Accreditation.

ASSISTANT SUPERINTENDENT OF INSTRUCTION (Continued)

- *(23) Work closely with District and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

- *(24) Keep well informed about current trends in curriculum and best instructional practices.
- *(25) Attend meetings and conferences which promote professional growth and will benefit the District.
- *(26) Promote and support professional development for self and others.
- *(27) Select, preview, evaluate, and disseminate relevant professional materials.

Systemic Functions

- *(28) Assist in the preparation of the School Board agenda, including the preparation of instructional services action.
- *(29) Assist the Superintendent in organizational analysis and development.
- *(30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(31) Prepare or oversee the preparation of all required reports and maintain all required records.
- (32) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(33) Provide leadership, oversight, and direction for academic services in the District.
- *(34) Serve on the Superintendent's Executive Leadership Team.
- *(35) Model and maintain high standards of professional conduct.
- *(36) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- *(37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(38) Facilitate problem solving by groups or individuals.
- (39) Shall assume additional responsibilities as assigned by the Superintendent.

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

ASSISTANT SUPERINTENDENT OF INSTRUCTION (Continued)

*Essential Performance Responsibilities

Revised/SCSB Approved 2/25/03
Revised SCSB Approved XX/XX/XX

SCHOOL DISTRICT OF SUWANNEE COUNTY
DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Educational Specialist Master's Degree from an accredited educational institution.
- (2) Certification as School Psychologist in the appropriate level of Administration/Supervision, Educational Leadership, School Principal, Professional School Principal or other appropriate certification required by the Florida Department of Education.
- (3) Or other appropriate certification required by the Florida Department of Education. Satisfactory criminal background check.
- (4) Three years experience as an assistant principal or school principal, school administrator or district administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development tests, test and measurement theory and foundations, and community resources and services available for student assistance. Ability to conduct comprehensive psycho-educational evaluations of students. Ability to verbally communicate and consult effectively with parents and school personnel. Ability to communicate results of evaluation findings in written reports and correspondence to assist students, parents, and school personnel in the resolution of problems in student learning and behavior. Ability to interact successfully with parents, school personnel, and administrators. Skills in communicating effectively orally and in writing. Skills and ability to apply and interpret federal, state, and local laws and policies governing the provisions of educational services to students with disabilities. Knowledge of laws and rules relating to education and other services for persons with disabilities.

REPORTS TO:

Superintendent Assistant Superintendent of Instruction

JOB GOAL

To provide ~~psychological~~ services to students, parents and faculty in a professional and timely manner.
 To identify and provide appropriate services to students who are eligible for Exceptional Student Education (ESE) programs and provide support services to staff.

SUPERVISES:

School Psychologist
 Administrative Secretaries
~~21st Century Project Director~~
 Staffing Specialists
 Parent Liaison
 Homeless Education Liaison
Lead Psychologist/MTSS
TSA/MTSS
Coordinator of ESE

DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST (Continued)

Administrative Secretary I (2)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *~~(1) Provide diagnostic evaluation of children referred to the psychological services office. Administer and monitor all aspects of assigned federal programs in coordination with district staff.~~
- *~~(2) Make diagnosis regarding academic difficulties and remediation strategies. Prepare and submit grant applications for new programs and/or additional funding.~~
- *~~(3) Prepare and submit annual grant applications and amendments for each program.~~
- *~~(4) Prepare and submit all federal and state reports as required.~~
- *~~(5) Maintain all appropriate records for each program.~~
- *~~(6) Attend county and state meetings related to each program.~~
- *~~(7) Monitor and participate in identifying schools and selecting students for each program.~~
- *~~(8) Visit schools to assist in monitoring program effectiveness and student performance.~~
- *~~(9) Coordinate ESOL K-12 Program (English for Speakers of Other Languages).~~
- *~~(10) Coordinate Migrant Education Program.~~
- *~~(11) Interpret diagnostic tests to parents and school personnel.~~
- *~~(12) Prepare written reports of findings and recommendations.~~
- *~~(13) Provide periodic reviews and reevaluation of students in exceptional student programs.~~
- *~~(14) Provide individual and group counseling when appropriate.~~
- *~~(15) Provide crisis intervention counseling to students.~~
- *~~(16) Assist in the coordination of crisis response/counseling.~~
- *~~(17) Contract and coordinate psychological testing with private providers.~~
- *~~(18) Evaluate students to determine their potential as a threat to other students and faculty and report to Superintendent and/or Board.~~
- *~~(19) Coordinate TAP (Teenage Parent) Child Care Services.~~
- *~~(20) Monitor students and take truancy cases before the judge.~~
- *~~(21) Update the secondary Student Conduct and Discipline Code.~~
- *~~(22) Oversee the 21st Century After School Program.~~
- *~~(23) Establish, coordinate and evaluate Exceptional Student Education programs including the development of administrative guidelines and procedures.~~
- *~~(24) Develop uniform procedures for screening, referral, assessment, identification and placement of students for Exceptional Student Education program.~~
- *~~(25) Prepare and implement the IDEA grant for the District.~~
- *~~(26) Provide appropriate parent services to parents of Exceptional Student Education services.~~
- *~~(27) Develop and implement agreements/contracts with school districts and private service providers.~~
- *~~(28) Assist schools with mediation processes.~~
- *~~(29) Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the Exceptional Student Education program.~~
- *~~(30) Initiate new programs and continuously plan for an expanded program for exceptional students.~~

DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST (Continued)

- *(31) Serve as administrator for the development of all state and federal grants related to exceptional student programs and services.
- *(32) Plan with principals in providing appropriate programs and related services for exceptional students.
- *(33) Assist in the coordination of transportation for students in county and multi-district programs.
- *(34) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in Exceptional Student Education programs.
- *(35) Monitor the articulation of Exceptional Student Education programs.
- *(36) Shall assume additional responsibilities as assigned by the Superintendent.

Inter/Intra-Agency Communication and Delivery

- *(37) Serve as a member of the staffing committee to interpret diagnostic information and review educational plans and assist in appropriate placement.
- *(38) Work closely with community agencies and area physicians to facilitate in the diagnostic process, to enhance communication, and enhance individual or school wide program development.
- *(39) Interact with parents, outside agencies, business and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
- *(40) Respond to inquiries and concerns in a timely manner, including attendance, truancy and expulsion issues.
- *(41) Keep supervisor informed of potential problems or unusual events.
- *(42) Serve on district, state or community councils or committees as assigned or appropriate.
- *(43) Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged three (3) to 21.
- *(44) Provide administration for students participating in multi-district programs.
- *(45) Serve as a resource person to interpret Exceptional Student Education and Student Services programs to school personnel and the community.
- *(46) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- *(47) Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- *(48) Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.
- *(49) Provide consultation and coordinate services with participating non-public schools.
- *(50) Respond to inquiries and concerns in a timely manner.
- *(51) Serve on district committees as assigned.
- *(52) Serve as a liaison between the schools, the District and the Florida Department of Education.
- *(53) Assist in development, implementation and evaluation of professional development activities.
- *(54) Use effective, positive interpersonal communication skills.

DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST (Continued)

- *(55) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

- *(56) Keep abreast of research, best practices, and legal issues related to assigned areas.
- *(57) Provide ~~in-service training~~ professional development programs for District and/or school staff.
- *(58) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(59) Assure the provision of ~~in-service training~~ professional programs for Exceptional Student Education personnel.
- *(60) Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- *(61) Maintain a network of peer contacts through professional organizations.
- *(62) Promote and support the professional growth of self and others.
- *(63) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.
- *(64) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(65) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

Systemic Functions

- *(66) Assist in the safe keeping of student records and dissemination of student record guidelines on a District wide basis.
- *(67) Write or update documents, including, but not limited to, crisis intervention procedures, student records updates or School Board policy as needed.
- *(68) Appear before the School Board as needed.
- *(69) Represent the District in a positive and professional manner.
- *(70) Develop or assist in developing the department budget and monitor its implementation as required.
- *(71) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions including interaction with social workers and guidance personnel.
- *(72) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(73) Monitor evaluation of each program and initiate program improvement strategies.
- *(74) Follow federal and state laws and School Board policies.
- *(75) Demonstrate support for the school system and its goals and priorities.

DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST (Continued)

- *(76) Assist in projecting F.T.E. and personnel needs for Exceptional Student Education programs.
- *(77) Provide input in the planning, modification, and construction of educational facilities.
- *(78) Assist in the recruitment, recommendation and supervision of Exceptional Student Education personnel and assess the need for additional personnel.
- *(79) Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
- *(80) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(81) Coordinate and supervise the activities of the School Psychologist.
- *(82) Assist in implementing the District's goals and strategic commitment.
- *(83) Set high standards and expectations and promote professional growth for self and others.
- *(84) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(85) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(86) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(87) Exercise proactive leadership in promoting the vision and mission of the district.
- *(88) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(89) Maintain confidentiality regarding school/workplace matters.

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

SCSB Approved 3/25/02
Revised SCSB Approved 2/28/06

DIRECTOR, OF STUDENT SERVICES/SCHOOL PSYCHOLOGIST (Continued)

Revised SCSB Approved 1/27/09
Revised SCSB Approved 3/24/09
Revised SCSB Approved XX/XX/XX

SCHOOL DISTRICT OF SUWANNEE COUNTY

DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in the appropriate level of Administration/Supervision, Educational Leadership, School Principal, Professional School Principal or other appropriate certification required by the Florida Department of Education.
- (3) Satisfactory criminal background check.
- (4) Three years experience as an assistant principal or school principal, school administrator or district administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the teaching/learning process in the school setting. Knowledge of local, state and national policies which impact education. Ability to communicate effectively with a variety of audiences in both oral and written form. Ability to facilitate groups to consensus. Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of Management Information Systems for student data/F.T.E. Knowledge of current state goals in technology. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to understand and interpret Florida statutes related to curriculum requirements and school operations. Ability to understand and interpret School Board policy, including the Student Progression Plan and Code of Student Conduct. Ability to represent the District at state and regional functions. Knowledge of current educational trends and research. Ability to train others in grant applications. Knowledge of and ability to use word processing, databases and spreadsheet applications.

REPORTS TO:

Superintendent Assistant Superintendent of Instruction

JOB GOAL

To provide leadership and oversight in a cooperative effort of planning, developing, implementing and evaluating quality educational programs and services for schools in the District. To coordinate efforts, identify sources of, and secure external funding to meet District and school needs and to provide leadership and oversight in a cooperative effort of planning, developing, implementing and evaluating quality educational programs and services in the District.

SUPERVISES:

Instructional and Curriculum Specialist, and Secretary/Certification Contact
21st Century Project
Coordinator of District Professional Development and K-12 Reading
Coordinator of District K-12 Math
Coordinator of District K-12 Technology
Coordinator of Data, Assessment and Accountability
Administrative Secretary I

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate and develop the District's basic instructional program PK-12.
- ~~* (2) Be responsible for developing FTE projections with school and district staff.~~
- * (3) Visit schools to assist in monitoring program effectiveness and student performance.
- * (4) Coordinate and assist with the adoption, development, revision, and publication of instructional program materials.
- ~~* (5) Coordinate Southern Association of Colleges and Schools accreditation activities for secondary schools.~~
- * (6) Coordinate special projects and programs as needed.
- * (7) Provide implementation of the District's Student Progression Plan.
- ~~* (8) Coordinate and maintain the Suwannee County School Board Strategic Plan.~~
- * (9) Research, prioritize, and distribute information from publications which identify sources of funding and bring to the attention of the staff possible funding sources or requests for proposals.
- ~~* (10) Seek additional sources of revenue for the District by writing grants and serve as a technical assistant to others who are writing grants.~~
- * (11) Assist in providing leadership to the appropriate personnel in identifying curriculum needs and developing proposed solutions which may be funded by special grant monies.
- * (12) Provide opportunities to use technology to gather and share information with others.
- * (13) Facilitate instructional, non-instructional, and students access to the use of electronic resources.
- * (14) Explore and evaluate new technologies and their educational impact.
- * (15) Use technology to review student assessment data to determine corrective expenditures.
- ~~* (16) Serve as District spokesperson for Crisis Intervention~~
- ~~* (17) Coordinate and oversee FTE audits, surveys, and reports, including instructional applications, annual estimates, and collection and analysis of data.~~
- ~~* (18) Oversee the student data system and project FTE for the District.~~
- ~~* (19) Supervise the teacher certification department.~~
- * (20) Maintain and update the Student Progression Plan.
- ~~* (21) Oversee the development and implementation of the Supplemental Academic Instructional Plan required by the State.~~
- * (22) Provide leadership in identifying and acquiring appropriate teaching materials, textbooks and equipment.
- * (23) ~~Coordinate~~ Assist with the development of the Elementary and Secondary Code of Conduct.
- * (24) Assist in the oversight of Federal Projects.
- * (25) Coordinate District Communications Plan.
- * (26) Serve as Community Affairs Liaison.
- * (27) Shall assume additional responsibilities as designated by the Superintendent.

Inter/Intra-Agency Communication and Delivery

- * (28) Conduct meetings with principals, curriculum coordinators and guidance counselors to assist with curriculum program implementation and improve communication.
- * (29) Serve as liaison between the schools, the District, and the Florida Department of Education.
- * (30) Coordinate and collaborate with other District-level staff to ensure consistency of purpose and practice.
- * (31) Meet regularly with school principals and curriculum coordinators.

- * (32) Interface with community agencies as necessary or appropriate.
- * (33) Assist in maintaining appropriate coordination among the basic instructional program and various special programs.

Professional Growth and Development

- * (34) Keep well informed about current trends in education.
- * (35) Assist in the development, implementation, and evaluation of staff development activities.
- * (36) Promote and support professional development for self and others.
- * (37) Attend meetings and conferences which promote professional growth and will benefit the District.

Systemic Functions

- * (38) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (39) Prepare or oversee the preparation of all required reports and maintain all required records.
- * (40) Serve on District committees as assigned.
- * (41) Assist in interviewing and recommending personnel.
- * (42) Assist in the interpretation of policies, programs, and goals to staff and the public.
- * (43) Provide input for the development of the District budget.
- * (44) Demonstrate punctuality, regular attendance, and carry out assigned duties.

Leadership and Strategic Orientation

- * (45) Provide leadership and direction for the planning, development, implementation, and evaluation of the District's instructional program.
- * (46) Assist school in resolving problems and satisfactorily addressing complaints.
- * (47) Provide leadership to school administrators in matters of emerging curriculum/instructional issues.
- * (48) Model and maintain high standards of professional conduct.
- * (49) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (50) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (51) Assist in the development of administrative guidelines for schools.

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

SCSB Approved 3/24/09
Revised SCSB Approved 5/26/09
Revised SCSB Approved 5/14/13
Revised SCSB Approved XX/XX/XX

SCHOOL DISTRICT OF SUWANNEE COUNTY
COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE)
JOB DESCRIPTION

QUALIFICATIONS:

- (1) ~~Bachelor's~~ Master's Degree from an accredited educational institution.
- (2) Minimum of three years successful teaching experience.
- (3) Certified by the State of Florida in the appropriate area.
- (4) Or other appropriate certification required by the Florida Department of Education.
- (5) Satisfactory criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research in exceptional student education, issues related to exceptional education curriculum and instructional techniques; rules, regulations, statutes, policies, special programs, and procedures affecting disabled individuals on a federal, state, or local level. Access to and understanding of litigation affecting disabled individuals. Knowledge of and ability to use student database systems, including, but not limited to, F.T.E. reports, suspension information, and student records. 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 organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education. Knowledge of how exceptional student education meshes with basic curriculum and assessment.

REPORTS TO:

Director of Student Services

JOB GOAL

To identify and provide appropriate services to students who are eligible for Exceptional Student Education (ESE) programs and provide support services to staff.

SUPERVISES:

Staffing Specialist
 Secretary
 Lead Psychologist/MTSS
 Teacher on Special Assignment/MTSS
 School Psychologist

PERFORMANCE RESPONSIBILITIES:Service Delivery

- * (1) Establish, coordinate and evaluate Exceptional Student Education programs including the development of administrative guidelines and procedures.
- * (2) Develop uniform procedures for screening, referral, assessment, identification and placement of students for Exceptional Student Education program.

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE) (Continued)

- * (3) Prepare and implement the IDEA grant for the District.
- * (4) Provide appropriate parent services to parents of Exceptional Student Education services.
- * (5) Develop and implement agreements/contracts with school districts and private service providers.
- * (6) Assist schools with mediation processes.
- * (7) Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the Exceptional Student Education program.
- * (8) Initiate new programs and continuously plan for an expanded program for exceptional students.
- * (9) Serve as coordinator for the development of all state and federal grants related to exceptional student programs and services.
- * (10) Plan with principals in providing appropriate programs and related services for exceptional students.
- * (11) Assist in the coordination of transportation for students in county and multi-district programs.
- * (12) Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in Exceptional Student Education programs.
- * (13) Monitor the articulation of Exceptional Student Education programs.

Inter/Intra-Agency Communication and Delivery

- * (14) Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged three (3) to 21.
- * (15) Provide administration for students participating in multi-district programs.
- * (16) Serve as a resource person to interpret Exceptional Student Education and Student Services programs to school personnel and the community.
- * (17) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (18) Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- * (19) Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

Professional Growth and Development

- * (20) Assure the provision of ~~in-service training~~ professional development programs for Exceptional Student Education personnel.
- * (21) Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Promote and support the professional growth of self and others.
- * (24) Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.

Systemic Functions

- * (25) ~~Supervise~~ Assist in assigned personnel, ~~conduct~~ provide in-put on annual performance appraisals and ~~make~~ assist in making recommendations for appropriate employment action.
- * (26) Assist in projecting F.T.E. and personnel needs for Exceptional Student Education

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE) (Continued)

- programs.
- *(27) Provide input in the planning, modification, and construction of educational facilities.
 - *(28) Prepare or oversee the preparation of all required reports and maintain all required records.
 - *(29) Assist in the recruitment, recommendation and coordination of Exceptional Student Education personnel and assess the need for additional personnel.
 - *(30) Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
 - (31) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(32) Provide leadership and coordination for the planning, development, implementation, and evaluation of Exceptional Student Education programs and services.
- *(33) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- *(34) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(35) Model and maintain high standards of professional conduct.
- *(36) Contribute to District planning activities, including setting goals and objectives and use of resources.
- (37) Shall assume additional responsibilities as assigned by the Assistant Superintendent.

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

COORDINATOR OF EXCEPTIONAL STUDENT EDUCATION (ESE) (Continued)

SCSB Board Approved 2/28/17
Revised SCSB Approved XX/XX/XX

SCHOOL DISTRICT OF SUWANNEE COUNTY
COORDINATOR OF SCHOOL IMPROVEMENT/ TITLE I
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Master's degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum of three (3) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state, federal, policies, statutes and guidelines related to field of responsibility. Knowledge of research and best practices in related areas. Ability to relate to staff and community. Ability to analyze and evaluate areas of responsibility and develop strategies for improvement. Ability to communicate orally and in writing. Ability to prepare and submit required paperwork. Knowledge of and ability to use word processing, data bases and spreadsheet applications. Knowledge of large scale assessments. Ability to analyze, interpret and use data for decision-making. Knowledge of applicable laws, rules, policies and procedures. Knowledge of state and District testing programs.

REPORTS TO:

Assistant Superintendent of Instruction

JOB GOAL

To provide leadership and oversight in the planning, development, implementation and evaluation of Federal Programs in the District. To provide student assessment services necessary to meet the major system priorities and needs of the School District of Suwannee County.

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- *(1) Administer and monitor all aspects of federal Title I programs in coordination with district staff.
- *(2) Prepare and submit grant applications for new programs and/or additional funding.
- *(3) Prepare and submit annual grant applications and amendments for each program.
- *(4) Prepare and submit budget for each program.
- *(5) Prepare and submit all federal and state reports as required.
- *(6) Maintain all appropriate records for each program.
- *(7) Attend county and state meetings related to each program.
- *(8) Monitor and participate in identifying schools and selecting students for each program.
- *(9) Demonstrate initiative in the performance of assigned responsibilities.
- *(10) Monitor Parent Involvement Activities as outlined in the Title I Program.
- *(11) Visit schools to assist in monitoring program effectiveness and student performance.
- ~~*(12) Coordinate ESOL K-12 Program (English for Speakers of Other Languages).~~
- ~~*(13) Coordinate Migrant Education Program.~~

COORDINATOR OF SCHOOL IMPROVEMENT/TITLE I (Continued)

- *(14) Coordinate District school improvement and accountability, including the formulation and implementation of all school improvement plans.
- *(15) Shall assume additional responsibilities as assigned by the Superintendent.

Inter/Intra-Agency Communication and Delivery

- *(16) Provide consultation and coordinate services with participating non-public schools.
- *(17) Exercise a service orientation when working with others.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Serve on district committees as assigned.
- *(21) Serve as a liaison between the schools, the District and the Florida Department of Education.
- *(22) Assist in development, implementation and evaluation of professional development activities.
- *(23) Collaborate with participants in the various programs.
- *(24) Use effective, positive interpersonal communication skills.
- *(25) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

- *(26) Plan and supervise appropriate inservice activities for program staff.
- *(27) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(28) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(29) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(30) Participate in cross-training activities as required.

Systemic Functions

- *(31) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for employment action.
- *(32) Monitor evaluation of each program and initiate program improvement strategies.
- *(33) Follow federal and state laws and School Board policies.
- *(34) Represent the district in a positive and professional manner.
- *(35) Demonstrate support for the school system and its goals and priorities.

Leadership and Strategic Orientation

- *(36) Assist in implementing the district's goals and strategic commitment.
- *(37) Exercise proactive leadership in promoting the vision and mission of the district.
- *(38) Set high standards and expectations and promote professional growth for self and others.
- *(39) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(40) Maintain confidentiality regarding school/workplace matters.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*Essential Performance Responsibilities

COORDINATOR OF SCHOOL IMPROVEMENT/TITLE I (Continued)

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

SCSB Approved 10/23/07
Revised SCSB Approved 1/27/09
Revised SCSB Approved 3/24/09
Revised SCSB Approved 2/28/17
Revised SCSB Approved XX/XX/XX