

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
June 11, 2018

AGENDA

Call to Order ..... Jerry Taylor, Chairman

Assistant Superintendent of Instruction ..... Janene Fitzpatrick  
Department Update (**pgs. 2-6**)  
(30 minutes)

Facilities Department Update ..... Mark Carver  
(30 minutes)

Student Services Department Update ..... Debbie Land  
(30 minutes)

Career, Technical, and Adult Education ..... Mary Keen  
Department Update  
(15 minutes)

Superintendent Update ..... Ted Roush  
(30 minutes)

Adjourn

**SCHOOL DISTRICT OF SUWANNEE COUNTY**  
**COORDINATOR OF STUDENT AND FAMILY SUPPORT**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) 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:**

Director of Student Services

**JOB GOAL**

To assist the Director of Student Services by providing leadership and coordinating the planning, development, implementation and evaluation of Migrant, ELL and Homeless Programs in the District. To provide services necessary to meet the major system priorities and needs of the School District of Suwannee County.

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

- \* (1) Assist the Director of Student Services in all aspects of planning, implementation and evaluation of Title I, Part C, (Migrant), Title III (ELL) and Title X (Homeless) programs in coordination with District staff.
- \* (2) Assist in the preparation and submission of grant applications for these programs and/or additional funding.
- \* (3) Assist in the preparation and submission of annual grant applications and amendments for each assigned program.
- \* (4) Assist in the preparation and submission of budgets for each assigned program.
- \* (5) Assist in the preparation and submission of all federal and state reports as required in the assigned program areas.
- \* (6) Maintain all appropriate records for each program.

**COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)**

- \* (7) Attend county and state meetings related to each program.
- \* (8) Assist in the identification of ELL students, teacher training, testing, student-parent meetings, and evaluation of ELL students.
- \* (9) Monitor Parent Involvement Activities as outlined in the Title I Program.
- \* (10) Visit schools to assist in monitoring program effectiveness and student performance.
- \* (11) Coordinate ESOL K-12 Program (English for Speakers of Other Languages) and complete required reports.
- \* (12) Coordinate the Migrant Education Program.
- \* (13) Identify and recruit homeless families to the program.
- \* (14) Inform families of educational services and opportunities that are available.
- \* (15) Inform families of transportation services, to and from school of origin, that are available.
- \* (16) Assist with planning, designing and developing workshops for parents of homeless children and youth.
- \* (17) Assist with coordinating transportation, immunization requirements, residency, birth certificates and legal guardianship requirements.
- \* (18) Make home visits as required.
- \* (19) Shall assume additional responsibilities as assigned by the Superintendent.

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

- \* (20) Work closely with parent liaisons, parents, and parent organizations.
- \* (21) Work with and support Migrant Education personnel (advocates, recruiters and tutors) to assess student needs and deliver Migrant Education Services.
- \* (22) Provide consultation and coordinate services with participating non-public schools.
- \* (23) Assist with developing a Homeless Task Force.
- \* (24) Respond to inquiries and concerns in a timely manner.
- \* (25) Keep supervisor informed of potential problems or unusual events.
- \* (26) Serve on District committees as assigned.
- \* (27) Serve as a liaison between the schools, the District and the Florida Department of Education.
- \* (28) Assist in development, implementation and evaluation of professional development activities for assigned areas.
- \* (29) Use effective, positive interpersonal communication skills.
- \* (30) Disseminate public notice of educational rights of homeless children and youth to appropriate locations.
- \* (31) Assist with the District's efforts to reduce truancy.

**COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)**

- \*(32) Assist with the collaboration of agencies that provide child development and preschool activities.
- \*(33) Assist with the collaboration of agencies that provided medical/dental/housing and counseling services.

**Professional Growth and Development**

- \*(34) Maintain expertise in assigned areas to fulfill position goals and objectives.
- \*(35) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(36) Participate in cross-training activities as required.

**Systemic Functions**

- \*(37) Monitor evaluation of each program and initiate program improvement strategies.
- \*(38) Follow federal and state laws and School Board policies.
- \*(39) Represent the District in a positive and professional manner.
- \*(40) Demonstrate support for the school system and its goals and priorities.
- \*(41) Appear before the School Board as needed.

**Leadership and Strategic Orientation**

- \*(42) Assist in implementing the District's goals and strategic commitment.
- \*(43) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(44) Set high standards and expectations and promote professional growth for self and others.
- \*(45) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(46) Maintain confidentiality regarding school/workplace matters.
- \*(47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

\*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.

**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.

**COORDINATOR OF STUDENT AND FAMILY SUPPORT (Continued)**

**SCSB Approved**

SALARY SCHEDULE 2017-2018

ASSISTANT PRINCIPALS, CURRICULUM, AND OTHER PROGRAM  
COORDINATORS\*

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

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YEARS	BACHELOR
0	59690
1	60690
2	61690
3	62690
4	63690
5	64690
6	65690
7	66690
8	67690
9	68690
10	69690
11	70690
12	71690
13	72690

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\*The Program Coordinators are: Coordinator of Data, Assessment, and Accountability; Coordinator of School Improvement/Title I; Coordinator of Exceptional Student Education; Coordinator of District K-12 Math; Coordinator of District Professional Development and K-12 Reading/Title II; and Coordinator of District K-12 Technology; Coordinator of Career and Technical Education Student and Community Affairs, and Coordinator of Opportunity Schools, Coordinator of Student and Family Support

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

See reference to longevity supplement in the Differentiated Pay Plan for Grandfathered Assistant Principals

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:  
Master's Degree add \$2,310 to Bachelors  
Specialist Degree add \$2,835 to Bachelors  
Doctorate Degree add \$3,750 to Bachelors

Effective July 1, 2017-June 30, 2018

Adopted ??/??/???? by the  
SUWANNEE COUNTY SCHOOL BOARD  
1729 Walker Avenue, SW, Suite 200  
Live Oak, Florida 32064  
386/647-4600  
Ted L. Roush, Superintendent