

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM
HUMAN RESOURCES DEVELOPMENT SPECIALIST, FDLRS
JOB DESCRIPTION

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both oral and written form. Knowledge of design and delivery of professional learning programs, including online instruction. Knowledge and experience in the effective use of media and materials. Ability to apply adult learning theories in professional learning activities. Knowledge of current software applications and programs. Knowledge of current trends and research in all areas of exceptional student education, including child development, learning styles, curriculum, and effective instructional methodology/practices. Ability to identify, collect, analyze and interpret data. Ability to provide consultation and advice to teachers, parents, principals, and district staff on exceptional student education laws, rules, regulations, policies and special programs affecting individuals with disabilities.

REPORTS TO:

Program Administrator, FDLRS/NEFEC

JOB GOAL

To identify, plan, coordinate and provide effective professional learning services focusing on increasing exceptional student education (ESE) student achievement and outcomes.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Through a variety of mechanisms, identify the needs and organizational priorities of administrators, teachers, support personnel, agencies and families working with students with disabilities. Schedule, plan, conduct or facilitate learning to address the identified needs and priorities.
- * (2) Plan, implement and analyze the impact of function activities through the collaboration with FDLRS Program Administrator, advisory committees, Coordinating Council and other FDLRS centers in conjunction with the HRD Coordinating Unit at local and state levels.

HUMAN RESOURCES DEVELOPMENT SPECIALIST, FDLRS (Continued)

- * (3) Develop, conduct and/or facilitate multi-level, research-based, school-based, district-wide and state professional learning activities related to exceptional student education and project goals.
- * (4) Coordinate and promote the delivery of online professional learning, including implementation of the PDA program, Gifted modules and other online programs.
- * (5) Provide facilitation for online professional learning, including center-assigned PDA modules (eg. *Introduction to Differentiated Instruction, Formative Assessment, Surrogate Parent, etc.*) and other online sessions.
- * (6) Conduct classroom observation and/or consultation, and provide feedback/technical assistance to appropriate personnel regarding instructional strategies, behavior management and integrated curriculum including technology.
- * (7) Conduct effective follow-up to ensure implementation of professional learning objectives according to the Florida Professional Development Evaluation Protocol.
- * (8) Coordinate with districts to ensure appropriate documentation of in-service points in a timely manner, including input into tracking system and/or written communication.
- * (9) Maintain training materials and catalogs through researching, selecting, reviewing, and making purchasing recommendations for appropriate instructional, professional and supplemental materials.
- * (10) Use technology to facilitate meetings and perform job responsibilities.

Inter/Intra-Agency Communication and Delivery

- * (11) Establish rapport and maintain effective communication and coordination among schools, districts, universities, FLDOE, BEESS, parents/families, agencies and non-public schools to ensure information exchange, support for the decision-making process and continuous quality improvement.
- * (12) Maintain a working relationship with all appropriate governmental agencies.
- * (13) Coordinate with district efforts to plan, develop and implement state initiatives.
- * (14) Research and disseminate relevant information concerning Exceptional Student Education to parents, agencies, school personnel, and administrators in the districts.
- * (15) Promote awareness of FDLRS priorities and functions in districts and the community.
- * (16) Coordinate, plan, present and attend local, state and national conferences related to Exceptional Student Education.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Use effective communication strategies to interact with a variety of audiences.
- * (19) Assist other projects by providing services as part of collaborative effort when needed.

Professional Growth and Improvement

- * (20) Attend training sessions, conferences and workshops to keep abreast of current trends/practices, programs and legal issues in assigned area.
- * (21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (22) Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas.
- * (23) Set high standards and expectations for self and others.
- * (24) Maintain a network of peer contacts through professional organizations.
- * (25) Promote and support the professional growth of self and others.
- * (26) Develop annual job goals relating to NEFEC and departmental project priorities and Areas of Focus.

Systemic Functions

HUMAN RESOURCES DEVELOPMENT SPECIALIST, FDLRS (Continued)

- * (27) Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the DOE/BEES Project Tracking System.
- * (28) Develop products related to the FDLRS project and disseminate appropriately.
- * (29) Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- * (30) Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- * (31) Make and share decisions in a timely manner.
- * (32) Demonstrate support for NEFEC and FDLRS vision, mission, goals and objectives.
- * (33) Adequately plan all program and organizational functions within reasonable timeframes.

Leadership and Strategic Orientation

- * (34) Assist the Program Administrator, FDLRS, in accomplishing grant goals.
- * (35) Assist in the compliance with all local, state and federal policies, laws, rules and regulations related to the assigned areas.
- * (36) Demonstrate initiative in the performance of assigned responsibilities.
- * (37) Anticipate potential problems and develop processes or procedures to prevent or address them.
- * (38) Provide leadership, direction and coordination of goals/initiatives which support the vision and mission of NEFEC and the enhancement of student learning.
- * (39) Assist in implementing NEFEC's identified Areas of Focus.
- * (40) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (41) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

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

Assessment and Other Services

- * (50) The use of the adopted performance appraisal systems for improving practice.
- * (51) The accurate and timely filing of all applicable reports.
- * (52) 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.)

Job Description Supplement 03

TERMS OF EMPLOYMENT:

HUMAN RESOURCES DEVELOPMENT SPECIALIST, FDLRS (Continued)

Twelve months. Eight hours per day.

Compensation based on Pay Grade 10.

EVALUATION:

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