



## Weekly Memo

### Action Items

#### Positions Available in the Bureau of Exceptional Student Education (BESE)

BESE is seeking a grants management program specialist for discretionary projects to serve in the Program Accountability, Assessment, and Data Systems (PAADS) section. To be considered for this position, the applicant must have a minimum of a bachelor's degree from an accredited college or university and the ability to clearly communicate orally and in writing; conduct research, analyze data and make decisions; manage multiple tasks; and establish and maintain working relationships with multiple stakeholders. The deadline to apply is **November 15, 2021**. To view the complete job descriptions and to apply (position number 48003314), go to [PROGRAM SPECIALIST IV-DOE - 48003314](#). For questions, contact Jasolin Wiggins at [Jasolin.Wiggins@fldoe.org](mailto:Jasolin.Wiggins@fldoe.org) or 850-245-0475.

BESE is also seeking a data analyst program specialist to serve in the PAADS section. To be considered for this position, the applicant must have a minimum of a bachelor's degree from an accredited college or university as well as certification in special education teaching and experience with teaching students with special needs. The deadline to apply is **November 19, 2021**. To view the complete job descriptions and to apply (position number 48003297), go to [PROGRAM SPECIALIST IV-DOE - 48003297](#). For questions, contact Jasolin Wiggins at [Jasolin.Wiggins@fldoe.org](mailto:Jasolin.Wiggins@fldoe.org) or 850-245-0475.

#### 2022 Congress-Bundestag Youth Exchange Vocational Program Scholarship

The Florida Department of Education has issued the following memorandum regarding the 2022 Congress-Bundestag Youth Exchange Vocational Program Scholarship. Completed applications must be submitted by **January 15, 2022**, per the instructions in the memo. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9373/dps-2021-172.pdf>.

#### Save the Date—Prekindergarten Disabilities Contacts' Conference 2022

The Prekindergarten Disabilities Contacts' Conference, "Improving Child Outcomes through the COS [Child Outcome Summary] Process," is scheduled to be held in person on **March 2-3, 2022**, at The Florida Hotel & Conference Center in Orlando. Details including the agenda and registration will be forthcoming.

### **Florida Inclusion Network (FIN) Administration Project Professional Development**

The FIN Administration Project is pleased to announce the availability of a new 10-hour independent course, "Building Inclusive Schools," in the Bureau of Exceptional Student Education (BESE) Portal to Professional Development Alternatives. This course provides information to assist district and school administrators, teachers, and other stakeholders in creating and supporting an inclusive school culture for all students. Units lead participants through a brief viewing of disability history, establishing a vision and processes for an inclusive school culture, focusing on the components of universal education, and implementing specially designed instruction and individual supports so that all students with disabilities exit school as college, career and life ready. To view the BESE Portal to Professional Development Alternatives, go to <https://fl-pda.org/#/home>.

***Victoria Gaitanis***  
***Bureau Chief***