



Weekly Memo

Action Items

Notice of Rule Development

To view the draft and submit comments for the following rule, go to <https://web02.fldoe.org/rules/>:

- Rule [6A-1.09422](#), F.A.C., Statewide, Standardized Assessment Program Requirements

Florida Diagnostic and Learning Resources System (FDLRS) Facilitated Course Offerings

The FDLRS Administration is pleased to announce the third-quarter offerings of facilitated Professional Development Alternatives courses for January 2022. Note that the start date for two of these courses is **January 11, 2022**. In addition to the offerings from the local FDLRS Associate Centers, six statewide courses are available to any educator and facilitated by experienced personnel. Ranging from 20 to 60 inservice credits, these offerings include several virtual meetings where participants engage in collegial conversations, share exemplary practices, and complete competency-based activities. For course titles and dates, and registration information, see the attached document. For additional questions, email PDQuestions@gmail.com or call the FDLRS Administration Project Office at 386-312-2265.

- PDA Flyer Q3 January 2022

The Individuals with Disabilities Education Act (IDEA), Part B, Kindergarten through Grade 12 (K-12) and Preschool Entitlements American Rescue Plan (ARP) Act Request for Application (RFA)

The Bureau of Exceptional Student Education (bureau) announced on December 20, 2021, via the bureau's ListServ of ESE directors, the availability of the Fiscal Year 2021-22 IDEA, Part B, K-12 and Preschool Entitlements ARP Act RFA. The notification email contained instructions, documents and other pertinent information for applying. If a notification email was not received, immediately contact IDEAGrant@fldoe.org. To access a recording and a copy of the IDEA, Part B, ARP Act Technical Assistance Training, go to <https://www.fldoe.org/academics/exceptional-student-edu/beess-resources/presentations-pubs/presentations.stml>. The IDEA, Part B Entitlement Application deadline is **January 31, 2022**. For questions or if additional time is needed, contact IDEAGrant@fldoe.org.

Position Available with the North East Florida Educational Consortium (NEFEC)

NEFEC is seeking applicants for a coordinator, Exceptional Student Education (ESE) Special Projects. This position will be open until filled. For information, see the attached documents.

- Filename: NEFEC, Coordinator, ESE Special Projects Job Description
- Filename: Vacancy Notice for NEFEC, Coordinator, ESE Special Projects

Victoria Gaitanis
Bureau Chief

BESE Portal

Professional Development Alternatives

Online professional development designed to assist educators with responding to instructional and behavioral needs of each learner to maximize achievement for all students.

Statewide Offerings – Beginning January 2022 Facilitated PDA Courses

[Online registration available!](#)

Course Title	Inservice Credits	Dates	Number of Group Meetings
Differentiating Mathematics Instruction	30 inservice credits	1/11/2022 through 3/28/2022	3 group meetings, attendance required
Assessment and Evaluation	60 inservice credits	1/25/2022 through 3/24/2022	3 group meetings, attendance required
PBS: USB	60 inservice credits	1/12/2022 through 3/27/2022	3 group meetings, attendance required
Introduction to Differentiating Instruction	20 inservice credits	1/25/2022 through 3/26/2022	3 group meetings, attendance required
Technology for the Diverse Classroom	20 inservice credits	1/11/2022 through 3/8/2022	3 group meetings, attendance required

[Learn more](#) about the courses listed above.

Also Available:

- Facilitated courses offered locally: Go to fl-pda.org on the left side. Scroll down to “To enroll or for more information about a course, contact your [local PDA Coordinator](#) at the FDLRS center that serves your district.”
- Independent study courses: Go to fl-pda.org on the right side. Select “Sign-in” to create an account, then enroll.

For more details - Frequently Asked Questions: [Facilitated](#) ♦ [Independent Study](#) Questions? PDAquestions@gmail.com

FDLRS Administration Project Office: (386) 312-2265, Alice Schmitges, Administrator

PDA is funded by the Florida Department of Education Bureau of Exceptional Student Education. Coordinated by the Florida Diagnostic and Learning Resources System (FDLRS), a FDOE/BESE discretionary project, in collaboration with the Florida Center for Interactive Media.



NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

COORDINATOR, ESE SPECIAL PROJECTS

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Master's Degree from an accredited college or university.
- * (2) Valid Florida teaching certificate in Exceptional Student Education.
- * (3) Minimum of five (5) years experience in ESE Administration.
- * (4) Minimum of five (5) years teaching experience in ESE.
- * (5) Knowledge of online delivery of instruction.
- * (6) Valid Florida Driver's License.
- * (7) 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 written and oral form. Ability to initiate and maintain rapport with state department officials, statewide networks, community agencies and universities. Ability to organize and conduct meetings and workshops, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education. Experience developing and using online courses and professional development. Knowledge of current trends and research in all areas of exceptional student education, issues related to exceptional education curriculum, instructional techniques, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities. Knowledge of federal state and local exemplary practices in exceptional student education. Familiarity with statewide implementation of programs related to exceptional student education, databases and national, state and local resources. Knowledge and skills related to online instruction.

REPORTS TO:

Administrator, ESE Special Projects/FDLRS Administrative project

JOB GOAL

To facilitate the implementation of special projects activities related to exceptional student education, including online instruction initiatives, at the state, regional and local levels.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide overall coordination of established project activities, under the direction of the Project Administrator, with an emphasis on Professional Development offerings and virtual instruction.
- * (2) Coordinate programs and services with Administrator of ESE Special Projects, Advisory Boards and established councils to meet identified project goals.
- * (3) Develop, conduct and/or facilitate staff development activities related to exceptional student education programs, services and project goals, including development of virtual Professional Development and online courses.

COORDINATOR, ESE SPECIAL PROJECTS (Continued)

- * (4) Provide technical assistance in leadership, online instruction, programming and related to ESE activities and services.
- * (5) Coordinate planning to involve DOE, staff, agencies, districts, university and other agency personnel as directed by the Administrator of ESE Special Projects.
- * (6) Plan, initiate, conduct and evaluate project activities related to exceptional student education.
- * (7) Follow the direction of the Administrator of ESE Special Projects to maintain all financial and budgetary matters.
- * (8) Assist state and district personnel in identifying efforts in recruitment and retention of exceptional student education teachers.
- * (9) Facilitate the updating, maintaining and utilization of online professional development modules and communication tools including websites and Wikispaces.

Inter/Intra-Agency Communication and Delivery

- * (10) Review and coordinate activities with other state and exceptional student education initiatives.
- * (11) Work effectively through collaboration and coordination with Advisory Committees, HRD Workgroups, oversight committees, DOE personnel and state, regional and local contacts.
- * (12) Represent exceptional student education interests on various advisory committees as determined by Administrator of ESE Special Projects.
- * (13) Establish and maintain lines of communication with appropriate DOE personnel, district and community personnel relative to the established project goals and activities to ensure information exchange, coordination and support, including use of websites and Wikispaces.
- * (14) Use effective communication strategies to interact with a variety of audiences.
- * (15) Coordinate all aspects of designated special projects with emphasis on Professional Development Alternatives for Exceptional Student Educators.

Professional Growth and Improvement

- * (16) Facilitate, present, plan and attend state and national conferences and meetings relevant to exceptional student education.
- * (17) Coordinate and collaborate with DOE, statewide networks and University personnel to assist in professional development preparation in the area of exceptional student education.
- * (18) Facilitate the development, implementation and evaluation of staff development activities.
- * (19) Keep well informed about trends and best practices in ESE.
- * (20) Maintain a network of peer contacts in related fields.
- * (21) Promote and support the professional growth of self and others.
- * (22) Attend training sessions, conferences and workshops related to project goals and to remain current in exceptional student education programs and services.
- * (23) Develop annual goals related to project implementation.

Systemic Functions

- * (24) Complete all required reports in a timely manner.
- * (25) Maintain and monitor all required records, websites, Wikispaces and files related to project.
- * (26) Plan, implement and analyze the development of project activities through the collaboration with targeted state, regional and local personnel.
- * (27) Develop products related to project goals and activities.
- * (28) Adequately plan all program and organizational functions within reasonable timeframes.
- * (29) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.

COORDINATOR, ESE SPECIAL PROJECTS (Continued)

- * (30) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

Leadership and Strategic Orientation

- * (31) Assist in the development of activities designed to achieve priority goals identified in the project.
- * (32) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services and evaluation of activities.
- * (33) Assist in implementing NEFEC's goals and Areas of Focus.
- * (34) Provide leadership, direction and coordination of initiatives, which support the specified project goals and objectives.
- * (35) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- * (36) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (37) Demonstrate initiative in the performance of assigned responsibilities.
- * (38) Provide oversight and direction for cooperative planning with other agencies.
- * (39) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

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

Assessment and Other Services

- * (48) The use of the adopted performance appraisal system to improve practice.
- * (49) The accurate and timely filing of all applicable reports.
- * (50) 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:

Twelve months. Eight hours per day.
Compensation based on Pay Grade 7.

EVALUATION:

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

APPLICATION OF POSITION VACANCY

Putnam County Public Schools

200 Reid Street Palatka, Florida 32177

APPLICATION DEADLINE: Until Filled

POSITION TITLE: Coordinator, ESE Special Projects

JOB LOCATION: NEFEC (This position is with the statewide FDLRS Administration/HRD Project located at the North East Florida Educational Consortium.)

DATE OF VACANCY: Immediately

JOB DESCRIPTION: See Attached

MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university; valid Florida teaching certificate in Exceptional Student Education; minimum of five (5) years experience in ESE Administration; minimum of five (5) years teaching experience in ESE; knowledge of online delivery instruction; valid Florida Driver's License; satisfactory criminal background check and drug screening. **PREFERRED QUALIFICATIONS:** Knowledge of the FDLRS' Network; experience in project management; ability to coordinate multi-faceted projects; excellent oral/written communication skills; team player; demonstrates initiative; self-starter; committed to serving others. **Pay Grade 7 – salary range \$58,500 - \$91,140**

*****ONLY SELECTED APPLICANTS WILL BE INTERVIEWED**
INTERVIEW TO BE SCHEDULED WITH THE DEPARTMENT HEAD:
Alice Schmitges***

VETERANS PREFERENCE AVAILABLE UPON REQUEST

HOW TO APPLY: Complete a Putnam County District School Board online application.

NOTE TO APPLICANT: Applications will not be accepted after the application deadline.

AFFIRMATIVE ACTION – EMPLOYMENT: Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

DISTRIBUTION: Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. Johns, Suwannee, Union, P.K. Yonge School, FSDB 12/20/2021

FOR CURRENT POSITIONS VISIT

<http://www.putnamschools.org>

EQUAL OPPORTUNITY EMPLOYER