



[BEES Weekly Memo](#)



Events Coming Soon

Part B Prekindergarten Exceptional Student Education (Pre-K ESE) Regional Data Sessions

Pre-K ESE Technical Assistance and Training System (PESE), an Individuals with Disabilities Education Act (IDEA)-funded state project, is excited to host Regional Data Sessions to provide technical assistance pertaining to Indicator 6, Preschool Environments, and Indicator 12, Early Steps Part C to Part B Pre-K programs. Sessions will focus on the reporting of data for Indicator 6 and the verification activity and use of verification codes for Indicator 12. The intended audience for these sessions is the Part B Pre-K contact and data managers responsible for Indicator 6 and Indicator 12 reporting. The dates, locations and times for the offered sessions are as follows:

- **September 2, 2026**—Walton County: Walton County School District, 555 Walton Road, DeFuniak Springs (WISE Center), FL 32433, from 9 a.m. to 1 p.m. CT
- **September 3, 2026**—Leon County: 283 Trojan Trail, Tallahassee, FL 32311, from 10 a.m. to 2 p.m. ET
- **September 4, 2026**—Putnam County: Northeast Florida Education Consortium (NEFEC), 3841 Reid Street, Palatka, FL 32177, from 10 a.m. to 2 p.m. ET
- **September 8, 2026**—Hillsborough County: Hillsborough County Public Schools Instructional Service Center, 2920 N 40th Street, Tampa, FL 33605, from 10 a.m. to 2 p.m. ET.
- **September 21, 2026**—Lee County: Lee County School District 2855 Colonial Boulevard, Fort Myers, FL 33966, Intervention Room, from 10 a.m. to 2 p.m. ET
- **September 23, 2026**—Broward County: Early Learning Coalition of Broward County, 1475 West Cypress Creek Road, Suite 301, Ft. Lauderdale, FL 33309, from 10 a.m. to 2 p.m. ET

To register, go to the [2026 Fall Regional Data Meetings Registration](#) web page. For questions, contact your [PESE Regional Facilitator](#).

Informational Items

Position Available in the Institute for Small and Rural Districts (ISRD) NEFEC

ISRD, an IDEA-funded state project, is seeking a Project Coordinator, ESE special projects, for the Putnam County School District. The position vacancy is advertised until filled. To view the full job description and apply, go to the [Putnam County School District Employment Listing](#). For more information, see the attached documents.

- File Name: Vacancy Notice for Coordinator, ESE Special Projects, ISRD - Heartland Region
- File Name: Coordinator, ESE Special Projects, ISRD

Position Available in the Institute for Florida Diagnostic & Learning Resources System (FDLRS) NEFEC

FDLRS, an IDEA-funded state project, is seeking a Human Resources Development Specialist, for the Putnam County School District. The position vacancy is advertised until filled. To view the full job description and apply, go to the [Putnam County School District Employment Listing](#). For more information, see the attached documents.

- File Name: Vacancy Notice for Human Resources Development Specialist, FDLRS
- File Name: Human Resources Development Specialist, FDLRS

Florida Department of Education (FDOE) Releases Spring 2026 Statewide Assessments

The FDOE issued a memorandum regarding [FDOE releases the spring 2026 statewide assessments](#). See the memo for more information.

Tip of the Week

Be Specific in Individual Educational Plan Meeting, Parent Contact Logs

School staff should specify, among other things, the information they discussed with parents, including the date and time of the meeting. The more detail that appears on the log, the more likely a court or hearing officer will find the district engaged in reasonable efforts to include the parents.

([Special Ed Connection®](#))

Patricia Bodiford
Bureau Chief



For more information, contact
850-245-0475

APPLICATION OF POSITION VACANCY

Putnam County Public Schools

200 Reid Street Palatka, Florida 32177

APPLICATION DEADLINE: Until Position is Filled

POSITION TITLE: Coordinator, ESE Special Projects, ISRD

JOB LOCATION: HEC (*This position is currently housed at the Heartland Educational Consortium (HEC), located at 1096 U.S. 27 North, Lake Placid, FL 33852. It serves the Heartland Districts: DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee, plus the following districts/LEAs: Charlotte, FAU Lab School, FLVS, IDEA Charter, Indian River, KIPP Miami, Lake Wales Charter, Martin, Mater Academy Charter, Monroe, Odyssey Charter School, South Tech Charter, and UCP Charter.*)

DATE OF VACANCY: Immediately

JOB DESCRIPTION: See Attached

MINIMUM QUALIFICATIONS: Master's Degree from an accredited college or university; Valid Florida teaching certificate or Professional License/Certification; Minimum of five (5) years' experience working with students with disabilities; Knowledge of professional learning facilitation and delivery; Able to travel extensively, sometimes overnight; Valid Florida Driver's License; Satisfactory criminal background check and drug screening. Pay Grade 7 – anticipated salary placement range \$61,425 - \$74,196

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

Alissa Hingson

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 7/01/26

FOR CURRENT POSITIONS VISIT

<http://www.putnamschools.org>

EQUAL OPPORTUNITY EMPLOYER

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

COORDINATOR, ESE SPECIAL PROJECTS - ISRD

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Masters Degree from an accredited college or university.
- * (2) Valid Florida teaching certificate or Professional License/Certification
- * (3) Minimum of five (5) years experience working with students with disabilities
- * (4) Knowledge of professional learning facilitation and delivery
- * (5) Able to travel extensively, sometimes overnight
- * (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 and to communicate, plan, and disseminate precise information and interpretation of technical issues related to exceptional student education. 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:

Program Administrator, ISRD/NEFEC

JOB GOAL

To facilitate the implementation of ISRD project activities and priorities related to exceptional student education at the state, regional, and local levels.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide overall planning, coordination, and implementation of established project activities, under the direction of the ISRD program administrator with an emphasis on professional learning offerings, professional learning communities, and building district and consortium capacity for supporting exceptional students.
- * (2) Coordinate programs and services with the Bureau of Exceptional Education and Student Services (BEESS), ISRD program administrator, ISRD Advisory Board, Florida's educational consortia, and established councils to meet identified project goals.

COORDINATOR, ESE SPECIAL PROJECTS – ISRD (Continued)

- * (3) Develop, conduct, facilitate, and evaluate professional learning activities related to exceptional student education programs, services, and project goals.
- * (4) Provide technical assistance in leadership, management, and programming related to ESE activities and services.
- * (5) Coordinate planning to involve FLDOE staff, agencies, districts, universities, and other agency personnel.
- * (6) Plan, initiate, conduct, and evaluate project activities related to exceptional student education.
- * (7) Collaborate with the program administrator and the ISRD administrative support staff to maintain all financial and budgetary matters.
- * (8) Facilitate the updating, maintaining, and use of online resources through the ISRD website and other virtual tools.
- * (9) Use technology to facilitate meetings and perform job responsibilities.

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 stakeholders and partners served by ISRD.
- * (12) Represent exceptional student education interests on various statewide advisory committees as relevant and appropriate.
- * (13) Use effective communication strategies to interact with a variety of audiences face-to-face and virtually.

Professional Growth and Improvement

- * (14) Attend state and national conferences, training sessions, and workshops relevant to exceptional student education and related to project goals to remain current in exceptional student education programs and services.
- * (15) Keep well informed about trends and best practices in ESE.
- * (16) Maintain a network of peer contacts in related fields.
- * (17) Promote and support the professional growth of self and others.
- * (18) Develop annual goals related to project implementation.

Systemic Functions

- * (19) Complete all required reports in a timely manner.
- * (20) Maintain and monitor all required records, websites, virtual resources, and files related to the ISRD project.
- * (21) Plan, implement, and analyze the development of project activities through collaboration with targeted state, regional, and local personnel.
- * (22) Develop products related to project goals and activities.
- * (23) Adequately plan all program and organizational functions within reasonable timeframes.
- * (24) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.
- * (25) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

Leadership and Strategic Orientation

- * (26) Use appropriate strategies and problem-solving tools to make decisions concerning planning, use of funds, delivery of services, and evaluation of activities.
- * (27) Provide leadership, direction and coordination of initiatives that support the specified project goals and objectives.

COORDINATOR, ESE SPECIAL PROJECTS – ISRD (Continued)

- *(28) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(29) Provide oversight and direction for cooperative planning with other agencies to ensure the achievement of project goals.
- *(30) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

- *(31) Exhibit a positive and flexible attitude.
- *(32) Foster and develop a professional image.
- *(33) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- *(34) Exhibit compassion and humility.
- *(35) Promote a passion for learning and growing.
- *(36) Demonstrate initiative.
- *(37) Exhibit the ability to multitask and problem solve.
- *(38) Translate organizational purpose into observable behavior.

Assessment and Other Services

- *(39) Participate in the NEFEC performance appraisal systems for employees.
- *(40) The accurate and timely filing of all applicable reports.
- *(41) 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 and overnight travel.)

Job Description Supplement 11

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: **Human Resources Development Specialist, FDLRS**

(NOTE: This position will work primarily in Columbia, Lafayette, Hamilton, Madison, and Suwannee Counties. This position will be provided office space within close proximity to these districts in order to minimize travel expenses)

JOB LOCATION: **NEFEC**

DATE OF VACANCY: **Immediately**

JOB DESCRIPTION: **See Attached**

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or university; Valid Florida teaching certificate; Certification in Exceptional Student Education (ESE); Valid Florida Driver's License; Minimum of five (5) years experience in ESE; Experience in development and delivery of research-based, data-driven professional learning; Computer proficiency, including using web-based technologies; Satisfactory criminal background check and drug screening. Pay Grade 10 – salary placement range \$56,680 - \$68,000.

*****ONLY SELECTED APPLICANTS WILL BE INTERVIEWED*****

INTERVIEW TO BE SCHEDULED WITH:

Desiree Allmond

VETERANS PREFERENCE AVAILABLE UPON REQUEST

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

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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, Levy, Lafayette, Marion, Nassau, Putnam, Suwannee, Union, P.K. Yonge Developmental Research School, and FSDB.

7/1/26

FOR CURRENT POSITIONS VISIT

<http://www.putnamschools.org>

EQUAL OPPORTUNITY EMPLOYER

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.