

SPECIAL MEETING – NOVEMBER 16, 2005 JOB DESCRIPTIONS

SAFETY AND LEARNING ENVIRONMENT

- A) Specialist – Single School Culture Initiatives
- Establish new job classification, Specialist – Single School Culture Initiatives, and assign to Salary Level 2.
 - **Coordinates the development and implementation strategies of District and state mandated programs for area/District-wide utilization at a designated level and/or subject area.**
 - Deletes one (1) vacant Specialist position, currently assigned to Salary Level 2.
 - No fiscal impact for FY2006.

EXCEPTIONAL STUDENT EDUCATION

- B) Manager – ESE Special Programs
- Establish new job classification, Manager – ESE Special Programs, and assign to Salary Level 4.
 - **Manages the Hospital Homebound Program, the Program for the Visually Impaired and the Program for Occupational and Physical Therapy.**
 - Reclassify one (1) Program Planner, currently assigned to Salary Level 3.
 - Deletes one (1) vacant Manager – ESE Contracts and Special Services position, currently assigned to Salary Level 4.
 - No fiscal impact for FY2006.

CURRICULUM AND LEARNING SUPPORT

- C) Director – K-12 Literacy
- Establish new job classification, Director – K-12 Literacy, and assign to Salary Level 8.
 - **Creates, develops and coordinates the District's K-12 comprehensive reading plan.**
 - No fiscal impact for FY2006; position will be funded from FEFP Categorical Reading Grant from Florida Department of Education.

**SPECIAL MEETING – NOVEMBER 16, 2005
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

SAFETY AND LEARNING ENVIRONMENT

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Specialist – Single School Culture Initiatives	N	This position oversees the District's 21 st Century Community Learning Center after school programs in six targeted high needs elementary schools. Participating students will be afforded high quality, expanded academic services in language arts and math every day after school.

EXCEPTIONAL STUDENT EDUCATION

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
B	Manager – ESE Special Programs	N, R	This position oversees programs that provide educational services for students who are medically unable to attend school, and additionally, supervises occupational and physical therapy services, as well as programs for the visually impaired and traumatic brain injured.

CURRICULUM AND LEARNING SUPPORT

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
C	Director – K-12 Literacy	N	This position develops and coordinates a seamless K through 12 comprehensive literacy plan. Standards for reading instruction, including assessments, resources, professional development and supplemental services, will be identified and monitored.

***ACTION CODES:**

- J – Job Description Revision
- N – New Job Description
- R – Reclassification

(A)

TITLE: *SPECIALIST – SINGLE SCHOOL CULTURE INITIATIVES*

QUALIFICATIONS:

1. Master degree in education or certification in Educational Leadership.
2. Valid teaching certificate required at level of responsibility and in subject area.
3. Minimum of five (5) years successful experience at level and in subject area of responsibilities including experience in articulating with other areas and levels.
4. Successful experience in curriculum development and implementation at level and in subject area of responsibilities.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Coordinates the development and implementation strategies of District and state mandated programs for area/district-wide utilization at a designated level and/or subject area.
2. Prepares grant proposals and applications for federal and state funding.
3. Develops and disseminates information pertinent to project to assure compliance with goals, objectives, and activities and budget limitations as specified in grant application.
4. Coordinates and monitors the utilization of project resources, and assists in coordinating and monitoring project budgets.
5. Assists with staff development activities, and the planning and implementation of the in-service training for project-related activities.
6. Provides quality assessments by conducting on-site reviews and prepares informational reports.
7. Assists in the preparation and collection of evaluative data and in the dissemination of evaluation results.
8. Assists in establishing performance objectives and goals for project in the areas of academic, behavior, and social skills.
9. Monitors compliance with federal, state, and District guidelines related to project activities.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 11/16/05
Salary Level: 2
Salary Range: \$60,000 - \$86,678
Bargaining Unit: S
Responsible to: Chief, Safety and Learning Environment

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

(B)

TITLE: *MANAGER – ESE SPECIAL PROGRAMS*

QUALIFICATIONS:

1. Master degree in Special Education with certification in Educational Leadership or Administration and Supervision.
2. Minimum of three (3) years of successful experience as a teacher of special education.
3. Successful experience as an administrator.
4. Demonstrated knowledge of Sunshine State Standards, Special Diploma Standards and K-12 curriculum.
5. Demonstrated knowledge of Student Progression Plan requirements, District Attendance policy, FTE reporting and student scheduling.
6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Manages the Hospital Homebound Program, the Program for the Visually Impaired and the Program for Occupational and Physical Therapy.
2. Monitors the Traumatic Brain Injury (TBI) Program; maintains contract with the TBI Specialist and the two state TBI registries.
3. Reports daily attendance of students enrolled in the Hospital Homebound Program.
4. Maintains contact with home schools to ensure that students are enrolled in appropriate courses for their grade levels and diploma options.
5. Manages the contract with the ESE Department's consulting physician and maintains contact with same regarding medically-related issues.
6. Hires part-time staff to ensure that the students receive appropriate course instruction by certified and highly qualified teachers.
7. Collaborates with the Florida Virtual School to enroll Hospital Homebound students in courses not offered by the District.
8. Maintains Nova Net and provides technical assistance to students as the program is being installed on their home computers.
9. Maintains and operates the District Bridge to make teleconferencing available to District administrators.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 11/16/05
Deletes: Manager-ESE Contracts and Special Services
Salary Level: 4
Salary Range: \$71,000 - \$102,569
Employee Unit: S
Responsible to: Executive Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

(C)

TITLE: *DIRECTOR – K-12 LITERACY*

QUALIFICATIONS:

- 1) Master degree with certification in educational leadership or administration and supervision, with additional certification in language arts and certification/endorsement in reading preferred.
- 2) Successful experience in the administration and supervision of academic programs.
- 3) Knowledge of academic standards, assessments and alignments.
- 4) Demonstrated ability to successfully supervise and motivate employees.
- 5) Demonstrated ability to plan and implement academic projects.
- 6) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- 7) Knowledge of current computing technologies and software applications (including Cognos Data Management System) appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

- 1) Creates, develops and coordinates the District's K-12 comprehensive reading plan.
- 2) Coordinates the articulation of elementary and secondary reading staff.
- 3) Monitors components of the Middle Grades Reform Act and coordinates middle school development plans.
- 4) Reviews each school's system-wide goals to determine the effective instructional reading plan.
- 5) Analyzes the extent to which reading curricula is implemented in all schools.
- 6) Coordinates all K-12 reading coaches.
- 7) Monitors K-2 reading initiative.
- 8) Coordinates the evaluation and selection of materials and equipment appropriate to teaching reading curriculum in all schools.
- 9) Plans and coordinates the development reading staff inservice components for the District.
- 10) Assists in writing grants for reading initiatives.
- 11) Coordinates with other content specific staff to develop reading strategies in all content areas.
- 12) Provides technical assistance and support to principals in structuring reading programs.
- 13) Researches and shares current research on reading.

Additional Job Functions:

- 1) Follows adopted policies and procedures in accordance with School Board priorities.
- 2) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- 3) Performs other duties as assigned.

New: 11/16/05
Bargaining Unit: S
Salary Level: 8
Salary Range: \$88,000 - \$111,268
Responsible to: Assistant Superintendent

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.