

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM MANAGER FOR FDLRS AND PROFESSIONAL DEVELOPMENT

SALARY SCHEDULE: ADMINISTRATIVE – [F]E

COST CENTER: PROFESSIONAL DEVELOPMENT AND TEACHER EVALUATION (9053)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in at least one (1) curriculum area[.] and certification in ESE
- (3) Certification in Educational Leadership
- (4) Minimum of three (3) years experience in professional staff development. [and/or ESE experience.]
- (5) Minimum of three (3) years of ESE experience.
- (6) Experience in grant writing and/or project management.
- (7) [Some] [s]School-based experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and application of Florida Diagnostic Learning Resources System (FDLRS) Center Operating Procedures. Knowledge and application of appropriate personnel practices and management skills related to FDLRS function specialists. Knowledge of effective grant writing and management skills. Ability to provide research-based instructional practices and resources in the areas of: Exceptional Student Education (ESE) policies and procedures, reading, math, science, classroom/behavior management, instructional strategies, differentiated instruction, transition, collaborative teaching and other instructional and professional development initiatives. Knowledgeable about the foundation of ESE programs, laws, policies and procedures, assessment and evaluation, language development and communication, transition and interpersonal interactions. [Knowledge of training design-results driven.] [Extensive knowledge in curriculum.] [Knowledge of Sunshine State Standards.] Knowledge of data analysis and use of data. Knowledge of [B]est [T]eaching [P]ractices and applications, accountability standards and processes. Ability to effectively network with all professional personnel. Positive interpersonal skills. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Professional Development and Teacher Evaluation

JOB GOAL

To plan, coordinate and implement all FDLRS project priorities and initiatives. To plan, design and deliver quality professional development for instructional staff to promote effective instructional practice and the learning of all students.

SUPERVISES:

FDLRS Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate with Pupil Support Services and Exceptional Student Education to implement and oversee all FDLRS priorities as written in the FDLRS grant.
- * (2) Provide training for ESE teachers and general education teachers who work with student with disabilities.
- * (3) Provide FDLRS Distance Learning training, Middle Grades Integrated Curriculum Online Content Review Module (MGIC) and Elem. K-6 Online Content Review Module and methods for incorporating virtual professional development into local initiatives.
- * (4) Survey instructional staff members to determine the training needs of the District.
- * (5) Assist in the preparation of the budget FDLRS and monitor expenditures.
- * (6) Provide ongoing professional growth opportunities to instructional, administrative and classified personnel.

- * (7) Evaluate the effectiveness of staff development programs.
- * (8) Explore avenues of staff development which model best practices in integrating technology as an instructional tool.
- * (9) Develop avenues for teachers to share and observe best practices.
- *(10) Plan and coordinate the Summer Institutes.
- *(11) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- *(12) Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- *(13) Respond to inquiries or concerns in a timely manner.
- *(14) Keep the Director informed of potential problems or unusual events.
- *(15) Work closely with district and school staffs to support district initiatives and processes.
- *(16) Disseminate information and current research to appropriate personnel.
- *(17) Keep well informed about current trends and best practices in areas of responsibility.
- *(18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(19) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(20) Maintain a network of peer contacts through professional organizations.
- *(21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(22) Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action.
- *(23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(24) Serve on district, state or community councils or committees as assigned or appropriate.
- *(25) Represent, consistently, the district in a positive and professional manner.
- *(26) Provide leadership and direction for the assigned areas of responsibility.
- *(27) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(29) Assist in implementing the district's goals and strategic commitments.
- *(30) Exercise proactive leadership in promoting the vision and mission of the District.
- *(31) Provide oversight and direction for cooperative planning with other agencies.
- *(32) Set high standards and expectations for self and others.
- *(33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(35) Facilitate problem solving by individuals or groups.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

Job Description Supplement No. 10

*Essential Performance Responsibilities