

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FDLRS Human Resources Development Consultant

SALARY SCHEDULE: Consultant (10 months) [(Instructional Salary Schedule + 7.1%)]
Instructional Salary Schedule

COST CENTER: [Professional Development, School Improvement, and Teacher Performance Appraisal System (9053)] Pupil Support Services (0292)

QUALIFICATIONS:

- (1) Florida Teaching Certificate in the areas of exceptional student education [preferred]required.
- (2) Master's Degree in education or related field.
- (3) Experience in developing, planning and conducting in-service training activities for exceptional student educators and parents.
- [(4) Knowledge of DOS and Macintosh CD ROM (multi-media, trouble-shooting, etc.)]
- [(5)](4) Knowledge of community resources.
- [(6)](5) Three year's teaching experience.
- [(7)](6) Knowledge and experience with communication and assistive/adaptive technologies.

KNOWLEDGE, SKILLS AND ABILITIES:

Provides assistance to schools/districts in the planning and implementation of a comprehensive system of personnel development necessary to the education of youth who are exceptional and/or have unique needs based on locally assessed needs and established state priorities. [The specialist will serve as a leader in providing training and consultative services to schools, agencies, departments, universities and parents.]Provides research-based instructional practices and resources in the areas of: ESE policies and procedures, reading, math, science, classroom/behavior management, instructional strategies, differentiated instruction, transition, collaborative teaching and other BEESS Initiatives. Knowledgeable about the foundation of ESE programs, laws, policies and procedures, assessment and evaluation, language development and communication, transition and interpersonal interactions. Provides FDLRS Distance Learning offerings (including Professional Development Alternatives for Exceptional Student Educators (PDA-ESE), 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. Provides accurate assessment and evaluation decisions regarding the assistive and instructional technology for assistive technology needs of ESE students. Collaborates with the LATS team to yield information used by the individual educational plan (IEP) team to determine whether ESE technology devices are required. Provides assistance to schools/districts in the planning and implementation of IDEA (Assistive Technologies [AT], Instructional Technologies [IT], Universal Design in Learning [UDL], Appropriate & Accessible Instructional Media [AIM]), 504, American Disabilities Act [ADA], 508, Virtual Instruction/Assessment (VI/A), National Instructional Materials Accessibility Standard (NIMAS) for the personnel development necessary to the education of youth who are exceptional and/or have unique needs based on locally assessed needs and established state priorities. Consultant will serve as a leader in providing training in technology competencies (AT, IT, UDL, AIM, VI/A). [The Consultant will serve as a leader in providing training and consultative services to schools, agencies, departments, universities and parents.]

REPORTS TO:

[Director of Professional Development, School Improvement, and Teacher Performance Appraisal System]
District FDLRS Supervisor/ Executive Director of Pupil Support Services

JOB GOAL

[To assist in training, coaching and mentoring instructional staff to improve instructional competencies and support school improvement.]To increase student achievement through collaboratively planning and providing information, training, technical assistance, consultation and resources to students, teachers, and parents. To increase student achievement through the development and facilitation of appropriate use of a variety of technologies for students, teachers, professional staff and parents.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- [* (1) Assist in professional development activities to support school improvement, to improve instructional competencies/professional standards.
- * (2) Assist in training, coaching and mentoring of instructional staff.
- * (3) Purchase cutting edge materials for professional/parent Media Center.
- * (4) Assist school staff and parents in the selection of materials appropriate to the needs of exceptional students.
- * (5) Remain updated with current educational cutting edge curricular/instructional methods to demonstrate and assist schools/districts with the use of various educational methods, materials and equipment.
- * (6) Coordinate and conduct staff development training to support the mission of the schools/districts we serve and the State of Florida.
- * (7) Conduct annual and ongoing outcome-based needs assessments to determine training needs within the three county FDLRS region.
- * (8) Disseminate information regarding FDLRS and other state sponsored activities that relate to the exceptional student.
- * (9) Participate in information dissemination to provide personnel in FDLRS region with information to support human resource development. (Includes research, information packets, public awareness, awareness training, networking, and documentation of resources.)
- * (10) Provide/coordinate Human Resource Training to personnel in FDLRS region including awareness overviews, integrating training with curriculum, and providing follow-up such as consultation and technical assistance.
- * (11) Research and evaluate current/emergent resources to support Human Resource Development activities.
- * (12) Promote parent and community collaboration of effective services delivered to students.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Provide for a safe and secure workplace.
- * (15) Model and maintain high ethical standards.
- * (16) Follow attendance, punctuality and proper dress rules.
- * (17) Maintain confidentiality regarding school matters.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Prepare all required reports and maintain all appropriate records.
- * (21) Follow all School Board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.]

- * (1) Identify and provide information about training/development, resources, and promising practices to respond to the identified personnel development needs.
- * (2) Identify and plan for meeting individual personnel development needs within the service area.
- * (3) Incorporate Florida's Professional Development System Evaluation Protocol, including planning, delivery, follow-up and evaluation into local and regional professional development.
- * (4) Provide multi-level training designed to meet individual district training needs at the awareness, comprehensive (in-depth), integration/application, and follow-up levels.
- * (5) Conduct multi-media presentations.
- * (6) Apply adult learning theories into delivery of professional development
- * (7) Provide planning, delivery, follow up and evaluation of meetings, conferences, coaching sessions and other professional development offerings focusing on increasing student achievement.
- * (8) Model instructional practices in the classroom and provides implementation feedback, serving as coach and mentor.
- * (9) Coordinate professional development in a variety of settings and formats including school-based Professional Learning Communities, online courses, webinars and online conferencing, face-to-face professional development, etc.
- * (10) Promote local awareness, identification, acquisition, and effective integration of assistive and adaptive technologies, including FCAT accommodations.
- * (11) Facilitate the identification and use of augmentative communication systems.
- * (12) Promotes integration of instructional technology with effective teaching, leading to improved student achievement and /or classroom behavior.
- * (13) Provide support to districts/schools in the identification of accessible instructional and assessment media.
- * (14) Provide opportunities to explore equipment, components, and program solutions that may expand learning options for students through the use of new and emerging technologies.
- * (15) Facilitate the identification and use of technologies that present information and training through distance education options such as interactive video, on-line courses, and other interactive multimedia methods.
- * (16) Participate in Assistive Technology Educational Network [ATEN] training in order to be knowledgeable about the implementation of the school district's assistive technology assessment procedures.
- * (17) Understand federal and state regulations and policies related to the consideration and implementation of assistive technology in Florida schools
- * (18) Select and use appropriate measurement tools, strategies, and activities to assess a student's assistive technology needs.
- * (19) Consider a continuum of assistive technology devices, services, and resources that may be used to address student needs.
- * (20) Provide leadership and support to professionals, students, and family members/caregivers of the team conducting assistive technology assessment activities.
- * (21) Lead the assessment teams in understanding what the student needs relative to his/her abilities, educational goals, and environmental factors that relate to the selection and delivery of assistive technology devices and services.
- * (22) Interpret and present the results of assistive technology assessments to the IEP teams in a way that supports effective decision-making based on the student, the educational program, and data gathered during the assessment process so the IEP team can initiate a plan using assistive technology to support the educational achievement of the student.
- * (23) Collaborate and interact to assist in the conceptualization, planning, and delivery of educational services to support the Bureau of Instructional Support and Community Service initiatives.
- * (24) Make relevant information, materials, equipment, and other training/development resources which support the attainment of state and district goals accessible and available for use by stakeholders and consumers within the service area.

- * (25) Collaborate and coordinate with FDLRS managers and function personnel to accomplish center/regional and state goals/objectives.
- * (26) Collaborate and coordinate activities with HRD and Technology colleagues statewide to facilitate a network of professional developers and technology consultants throughout FDLRS.
- * (27) Demonstrate initiative in the performance of assigned responsibilities.
- * (28) Provide for a safe and secure environment.
- * (29) Model and maintain high ethical standards
- * (30) Follow attendance, punctuality and proper dress rules.
- * (31) Maintain confidentiality regarding school matters.

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.

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. 11

*Essential Performance Responsibilities