

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### COORDINATOR I - FLORIDA INCLUSION NETWORK (FIN)

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited education institution.
- (2) Certification in appropriate fields.
- (3) Minimum of twenty-four (24) graduate semester hours in area supervised.
- (4) Minimum of five (5) years successful teaching experience.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies, statutes, rules and regulations relating to areas of responsibility. Knowledge of District budgetary procedures. Effective oral and written communication skills. Skill in the use of computer and other technological equipment. Knowledge of research and best practices in areas of responsibility. Knowledge of state and national initiatives in Inclusion and related teacher training and staff development. Ability to manage and supervise personnel. Ability to plan, organize, manage time and prioritize duties. Ability to manage finances and departmental budgets. Skill in positive people management.

#### REPORTS TO:

Director I – Special Education

#### JOB GOAL

To develop, coordinate and conduct district and school-based assistance focused on the implementation of research-based, effective instructional practices, access to the general education curriculum, and education in the least restrictive environment through expanded models of student support, and to develop, coordinate and conduct district, school and community based technical assistance which supports family-school community partnerships.

#### SUPERVISES:

Administrative Clerk  
Teacher on Special Assignment

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Supervise the overall implementation of FIN project activities for The School District of Escambia County.
- \* (2) Conduct and summarize needs assessments and satisfaction surveys related to implementation of effective inclusive instructional practices.
- \* (3) Manage the resources of the Florida Inclusion Network grant.

## **COORDINATOR I - FLORIDA INCLUSION NETWORK (Continued)**

### **Inter/Intra-Agency Communication and Delivery**

- \* (4) Assist the Bureau of Instructional Support and Community Services (BIS&CS), other regional and district Florida Inclusion Network facilitators, districts and schools to:
  - implement of research-based, effective instructional practices which benefit all students.
  - increase the education of students with disabilities in their least restrictive increase access to the general education curriculum for students with disabilities.
  - environment.
  - increase and strengthen family-school-community partnerships.
  - design, implement and evaluate activities which support FIN project objectives and expected outcomes.
- \* (5) Interact with other FIN facilitators, university and college faculties, other technical assistance providers, other special projects, BIS&CS, and other appropriate stakeholders to enhance understanding of FIN initiatives and priorities and to elicit support and assistance.
- \* (6) Serve as a liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (7) Disseminate information and current research to appropriate personnel throughout The School District of Escambia County.

### **Professional Growth and Improvement**

- \* (8) Keep well informed about current trends and best practices in areas of responsibility.
- \* (9) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (10) Promote and support professional growth for self and others.
- \* (11) Maintain a network of peer contacts through professional organizations.
- \* (12) Attend training sessions, conferences and workshops to keep abreast of current practices and programs.

### **Systemic Functions**

- \* (13) Develop or assist in developing the FIN budget and monitor budget implementation.
- \* (14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (15) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (16) Represent, consistently, the District in a positive and professional manner.
- \* (17) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (18) Provide leadership and direction for the assigned areas of responsibility.
- \* (19) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (20) Assist in implementing the Districts' goals and strategic commitments.
- \* (21) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (22) Provide oversight and direction for cooperative planning with other agencies.
- \* (23) Set high standards and expectations for self and others.
- \* (24) Facilitate problem solving by individual or groups.

**COORDINATOR I - FLORIDA INCLUSION NETWORK (Continued)**

**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 School District of Escambia County's approved compensation plan. Length of the work year and hours of employment shall be those established by The School District of Escambia County.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of The School District of Escambia County's School Board policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 4**

**Date of Board Approval: November 20, 2001**

**Date of Revision: October 22, 2002**

