



ASSISTANT DIRECTOR – STUDENT SERVICES, FDLRS

SUMMARY/SCOPE/GOAL

Provide leadership for, direction for, and supervision of the activities and service delivery of the Student Services Division, Florida Inclusion Network (FIN) and the Florida Diagnostic and Learning Resources System (FDLRS) project service Brevard and Volusia counties, as well as other services within the school district. Position leads and supervises multiple sites within two school districts and leads and directs strategic planning initiatives related to Student Services.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- MA/MS from a regionally accredited institution/program.
- Seven (7) years' relevant combined experience in teaching, program coordination, and leadership roles.
 - Three (3) years' successful teaching experience with exceptional children.
 - Four (4) years' experience in a combination of administration, supervisory and/or program coordination.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Exceptional Student Education Endorsement by the FL DOE.
- Educational Leadership, Administration and Supervision, or Administration by the FL DOE.
- Valid Florida Drivers' License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Ensure all functions specified by statute and FDLRS priorities are accomplished, including enhancement of learner outcomes through curriculum development and implementation, development of partnerships between families and professionals; fostering Child Find activities to include the identification and evaluation of students who may be exceptional, and delivery, modification, and integration of instructional and administrative technology appropriate to the unique needs of exceptional students.
2. Manage all FDLRS project activities for Brevard and Volusia counties, to include staff development for exceptional student education, Child Find activities, instructional and assistive technology, and diagnostic services.
3. Manage and supervise FDLRS statewide projects.
4. Plan and administer the FDLRS budget under the direction of the Coordinating Council.

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5. Develop an annual project application and prepare interim and end of year reports required by the Florida Department of Education.
6. Provide leadership for and supervision of Florida Inclusion Network services and personnel.
7. Provide leadership for strategic initiatives related to Student Services.
8. Implement and support statewide projects and initiatives working with interagency councils.
9. Manage and coordinate student support services as assigned.
10. Supervise and evaluate teachers and support personnel including ESE teachers, as necessary.
11. Conduct in-service and training for district and school-based personnel related to policies, best practices, curriculum, data input, collection, and disaggregation.
12. Compose manuals for efficient operation of student services functions.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of federal rules and guidelines pertaining to federal projects, state projects, and school board rules and regulations. Knowledge of evaluation procedures and data analysis. Knowledge and demonstration of exceptional education programs and the cultivation of an inclusive environment. Demonstrate initiative and ability to work effectively with others in the department and in the district. Knowledge of the school District's strategic planning initiatives. Ability to direct and oversee large-scale projects. Ability to manage priorities. Ability to make, maintain confidential reports and records on students and demonstration of leadership abilities. Ability to keep abreast of the latest technologies required in the accomplishment of job responsibilities. Ability to plan and manage a budget. Ability to maintain effective working relationship with the public, all levels of school district personnel, and parents.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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PHYSICAL DEMANDS/WORK ENVIRONMENT

**PHYSICAL REQUIREMENTS:
(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Potential for exposure to bodily fluids and/or potential for violence/physical altercations.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county often.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	FDLRS
TITLE CODE:	C2455	CONTENT BY:	Dr. Beth Thedy
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	9/12/17	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/2017	Developed	Dr. Beth Thedy
1.1	12/01/20	New Format	Human Resources
1.2	11/1/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.