



Weekly Memo

Professional Learning

Saturday Mornings with National Resource Center for Paraeducators, Related Service Providers and Interveners (NRCP)

The NRCP is offering a new year of monthly, low-cost, two-hour, professional development webinars designed for paraeducators. Teacher and paraeducator teams are encouraged to sign up together. These webinars will be on the second Saturday of each month from August 2024 to July 2025, from 10 a.m. to noon MT (from noon to 2 p.m. ET). The first webinar will be on **August 10, 2024**. There are discounts and group rates for multiple webinars, with new topics every month. To register, go to [2024-2025 Saturday Mornings with the NRCP registration](#). For more information, go to the [2024-2025 Saturday Mornings with the NRCP website](#) or see the attached document.

- Filename: 2024-2025 Saturday Morning NRCP Flyer

Action Items

Performance-Based Exit Option Model Application for 2024-25 Through 2025-26

The Florida Department of Education (FDOE) has issued a memorandum regarding the [Performance-Based Exit Option Model Application for 2024-25 through 2025-26](#). The application must be submitted by **August 5, 2024**, per the instructions in the memo.

Process for Appealing School Grades, School Improvement Ratings and the Federal Percent of Points Indices for 2024

The FDOE has issued a memorandum regarding the [process for appealing school grades, school improvement ratings and the federal percent of points indices for 2024](#), and attachment A, [2024 Appeals for School Grades, School Improvement Ratings and the Federal Percent of Points Indices, Data Submission Instructions](#). All written requests for review, including all supporting documentation, must be submitted by **August 23, 2024**, per the instructions in the memo.

Technological Tools Survey for Virtual Students – 2023-2024 Fiscal Year (FY)

The FDOE has issued a memorandum regarding the [Technological Tools Survey for Virtual Students – 2023-2024 FY](#). The survey must be submitted by **September 1, 2024**, per the instructions in the memo.

Positions Available in BEESS

Student Support Services, within BEESS, is looking to fill the following positions:

- [School Counseling Consultant](#) – Position #37167 – The school counseling consultant provides guidance, support, training and technical assistance (face to face, phone and written) to Florida school district personnel focused on the implementation of effective instruction and intervention processes and practices; strategies for providing school-based mental health prevention and intervention services; and elementary school progression, statewide assessment requirements, acceleration programs and student educational records.
- [Media Publishing Specialist](#) – Position #36216 – Performs administrative duties for the Student Support Services Project. These duties include, but are not limited to, assisting in the interpretation of internal and external policies and procedures, which are required for the daily operation of the project. This information is provided to the program director and fellow workers verbally, in writing or via email. Such information also serves as liaison with other internal/external agencies, including the FDOE and school districts in Florida. The media publishing specialist also provides administrative support to the project's professional staff by conducting research, preparing reports, handling information requests, answering the telephone and assisting with editing documents.
- [Program Specialist-Grant Specialist](#) – Youth Mental Health Awareness Training Program in Student Support Services – Position #37215 – The grant specialist supports state and federal programs and strategic improvement initiatives through grant management processes. Grant management processes include implementing new grant application procedures, reviewing grant applications, monitoring awarded grants, and reporting data from grant programs. The grant specialist must interact professionally with all stakeholders while demonstrating, modeling and reinforcing the FDOE's fundamental values of quality, fairness, cooperation, respect, commitment, excellence, honesty and teamwork.

More information on these positions and how to apply is on the [Student Support Services Project's home page](#).

Positions Available with the Institute for Small and Rural Districts (ISRD)

ISRD, an Individuals with Disabilities Education Act (IDEA) funded state project, provides a forum for school district staff from small and rural school districts to keep abreast of changing state and federal legislative requirements and a wide array of topics impacting the delivery of services to students with disabilities and their families, such as curriculum and instructional practices; educational policies, procedures and practices; behavior support; and transition.

- ISRD is currently seeking a program administrator. To view the job description and apply, go to [Putnam County School District Employment](#), scroll down to "Search Current Job Openings," click on "Click to view current job openings," then click it again, and select "Program Administrator, ISRD." For job details ("View Details of Highlighted Position") and to apply ("Apply for Selected Position(s)"), choose the appropriate button in the upper-right-hand corner. For more information, see the attached documents.
 - Filename: Vacancy Notice for Program Administrator ISRD
 - Filename: Program Administrator ISRD

- ISRD is also seeking a coordinator for the Panhandle Area Educational Consortium (PAEC) Region. This position will serve Calhoun, FAMU Lab School, FL Department of Corrections, Franklin, FSU Lab School, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Tallahassee Collegiate Academy, Taylor, Wakulla, Walton and Washington counties. The position is supported by the Putnam County School District. To view the job description and apply, go to [Putnam County School District Employment](#), scroll down to “Search Current Job Openings,” click on “Click to view current job openings,” then click it again, and select “Coordinator, Exceptional Student Education (ESE) Special Projects, ISRD.” For job details (“View Details of Highlighted Position”) and to apply (“Apply for Selected Position(s)”), choose the appropriate button in the upper-right-hand corner. The application deadline is until filled. If you have questions pertaining to the job description, contact Chastity Lee at leec@nefec.org or 386-329-3894.

Positions Available in the Florida Diagnostic and Learning Resources System (FDLRS) PAEC Associate Center

FDLRS PAEC, an IDEA funded state project, is seeking specialists for the areas of human resource development and/or technology. FDLRS PAEC serves the districts of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton and Washington. The application deadline is open until filled. To view the full job description and apply, go to [PAEC Jobs web page](#). For questions, contact Toyka Holden at Toyka.Holden@paec.org.

Position Available in the FDLRS Galaxy Associate Center

FDLRS Galaxy, an IDEA funded state project, is seeking a child find support specialist. FDLRS Galaxy serves the counties of Indian River, Martin, Okeechobee and St. Lucie. The application deadline is **July 31, 2024**. To view the job description and apply for this position, go to the [St. Lucie Public Schools Employment Application web page](#), select “Click to view current job openings,” under “Assignment,” select the box next to “Child Find Supp Spec-FED-FDLR,” and then at the top of the web page, select “Search For Posted Positions.” Finally, select the box that corresponds to the job and then select “Apply for Selected Position(s).” For questions, contact Dawna Guiel at dawna.guiel@stlucieschools.org.

Position Available in the FDLRS Sunrise Associate Center

FDLRS Sunrise, an IDEA funded state project, is seeking a human resources development (HRD) specialist: The full job description can be viewed at [HRD specialist](#). To view the application, go to the Polk County Public Schools, [Browse Job Openings web page](#), locate TRST, Professional Learning FDLRS, select “VIEW” and follow the application prompts.

Position Available with the Technical Assistance and Training System for Programs Serving Prekindergarten Children with Disabilities (TATS)

TATS, an IDEA funded state project, is seeking a training specialist for the North Central (NC) Region, which includes the following counties: Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee, Taylor and Union. This position will provide in-person and virtual technical assistance, training, and support to school district prekindergarten (PreK) coordinators for programs serving PreK children with disabilities, and their early childhood partners. The support will include, but is not limited to, the following: State Performance Indicators/Annual Performance Report related to IDEA Part B PreK, child outcomes, curriculum and instruction, evaluation and assessment, family involvement, least restrictive environment, program effectiveness, Part C to Part B transition, and transition to kindergarten. To view the full job description and apply, go to [TATS NC Regional Facilitator Position](#).

Informational Items

2024 Legislative Changes Related to Student Academic Advising

The FDOE has issued a memorandum regarding the [2024 Legislative Session changes related to student academic advising](#).

2024 Legislative Session Updates – Literacy and Mathematics

The FDOE has issued a memorandum regarding the [2024 Legislative Session updates – literacy and mathematics](#).

Updates on the Florida Teacher Certification Examinations (FTCE)

The FDOE has issued a memorandum regarding [updates on the FTCE](#).

Senate Bill (SB) 7004 Education (Deregulation)

The FDOE has issued a memorandum regarding [SB 7004, Education \(Deregulation\)](#).

Florida Instructional Materials Updates

The FDOE has issued a memorandum regarding [Florida instructional materials updates](#).

Legislative Updates to Dropout Prevention Programs, Academic Intervention Programs and System of School Improvement

The FDOE has issued a memorandum regarding [legislative updates to dropout prevention programs, academic intervention programs and system of school improvement](#).

Legislative Updates to Juvenile Justice Education Programs)

The FDOE has issued a memorandum regarding [legislative updates to juvenile justice education programs](#).

Tip of the Week

Use the Functional Behavior Assessment and Behavior Intervention Plan to Provide Roadmap

Write a student's functional behavioral assessment and behavioral intervention plan with enough specificity that any teacher can understand the student's behavioral challenges, what drives them, and how to respond. For example, if a student acts out to escape nonpreferred tasks, suggest teaching him to ask for breaks when needed. ([Special Ed Connection](#)[®])

Alice Schmitges
Bureau Chief



For more information, contact
850-245-0475

Saturday Mornings

WITH THE NRCP

2024-2025



The National Resource Center for Paraeducators, Related Service Providers, and Interveners is proud to announce a new year of monthly, low-cost, 2-hour, professional development webinars designed for paraeducators!

Based on the success of the past two years we are excited to offer NEW trainings incorporating participant feedback and the Council for Exceptional Children (CEC) [Core Competencies for Special Education Paraeducators!](#)

Teacher and Paraeducator teams are encouraged to sign up together!

- \$25 per webinar
 - *Limited (14 days) recording access*
- \$125 for six webinars
 - *Limited (14 days) recording access*
- \$250 for all 12 (BEST VALUE)
 - *Includes **EXTENDED** recording access until August*
- Join us on the 2nd Saturday of each month from August 2024 through July 2025 from 10 am – 12 pm Mountain Time!
- Receive discounts and group rates for multiple webinars!
- **New topics every month!**

Upcoming Webinar Topics:

- Ethical Practices within Paraeducator Roles
- Understanding the ABCs and Function of Behavior
- Challenging Behavior and De-escalation
- Strategies for Paraeducators in Secondary Settings
- Student and Staff Wellness: Trauma-Informed Practices for Kids and Preventing Educator Burnout
- Effective Instruction Techniques

[Full list of all webinars here!](#)

For more information and questions please reach out to Laura Lema at laura.lema@usu.edu

[Register Here!](#)

Share this opportunity with all! Paraeducators, teachers, administrators, and coworkers!



APPLICATION OF POSITION VACANCY

Putnam County Public Schools

200 Reid Street Palatka, Florida 32177

APPLICATION DEADLINE: Until Filled

POSITION TITLE: Program Administrator, ISRD

JOB LOCATION: NEFEC *(This position is with the statewide **Institute for Small and Rural Districts** project located at the North East Florida Educational Consortium.)*

DATE OF VACANCY: Immediately

JOB DESCRIPTION: See Attached

MINIMUM QUALIFICATIONS: Master's Degree from an accredited college or university; Valid Florida teaching certificate in Exceptional Student Education (ESE); Minimum of five (5) years experience in ESE Administration; Minimum of five (5) years teaching experience in ESE; Minimum of two (2) years coordinating large and/or statewide professional learning events, Valid Florida Driver's License; Satisfactory criminal background check and drug screening.

Pay Grade 5 – salary placement range \$65,835 - \$90,000.00

*****ONLY SELECTED APPLICANTS WILL BE INTERVIEWED**
INTERVIEW TO BE SCHEDULED WITH THE DEPARTMENT HEAD:***

Dr. Patrick Wnek

VETERANS PREFERENCE AVAILABLE UPON REQUEST

HOW TO APPLY: Complete a Putnam County District School Board online application.

NOTE TO APPLICANT: Applications will not be accepted after the application deadline.

AFFIRMATIVE ACTION – EMPLOYMENT: Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

DISTRIBUTION: Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Union, P.K. Yonge School, FSDB 07/22/24

FOR CURRENT POSITIONS VISIT

<https://www.putnamschools.org/page/job-vacancies>

EQUAL OPPORTUNITY EMPLOYER

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

PROGRAM ADMINISTRATOR, ISRD

JOB DESCRIPTION

QUALIFICATIONS:

- * (1) Master's Degree from an accredited college or university.
- * (2) Valid Florida teaching certificate in Exceptional Student Education (ESE).
- * (3) Minimum of five (5) years experience in ESE Administration.
- * (4) Minimum of five (5) years teaching experience in ESE.
- * (5) Minimum of two (2) years coordinating large and/or statewide professional learning events.
- * (6) Valid Florida Driver's License.
- * (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both written and oral form. Ability to initiate and maintain rapport with state department officials, statewide networks, community agencies and universities. Ability to organize and conduct meetings and workshops, to communicate, plan and disseminate precise information and interpretation of technical issues related to exceptional student education. Knowledge of current trends and research in all areas of exceptional student education, issues related to exceptional education curriculum, instructional techniques, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities. Knowledge of federal state and local exemplary practices in exceptional student education. Familiarity with statewide implementation of programs related to exceptional student education, databases and national, state and local resources. Knowledge and skills related to online instruction.

REPORTS TO:

NEFEC Assistant Director of Instructional Services

JOB GOAL

To supervise and facilitate the implementation of ISRD project activities and priorities, related to exceptional student education, at the state, regional and local levels.

SUPERVISES:

Administrative Assistant

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide overall planning, coordination, and implementation of established project activities with an emphasis on Professional Learning offerings, professional learning communities, and building district and Consortium capacity for supporting exceptional students.
- * (2) Coordinate programs and services with BEESS, ISRD Advisory Boards Florida's educational consortia, and established councils to meet identified project goals.
- * (3) Develop, conduct and/or facilitate staff development activities related to exceptional student education programs, services, and project goals.

PROGRAM ADMINISTRATOR, ISRD (Continued)

- * (4) Provide technical assistance in leadership, management, and programming related to ESE activities and services. Develop and maintain a system for mentoring new ESE Directors and for providing instrumental and procedural assistance among districts.
- * (5) Coordinate and cultivate an Advisory Committee to guide the planning of ISRD objectives and activities. This Advisory Committee will involve FDOE/BEESS, relevant discretionary project staff, stakeholders in districts served by ISRD, and university personnel.
- * (6) Direct and coordinate planning to involve Florida DOE, staff, agencies, districts, university and other agency personnel.
- * (7) Manage, monitor, and , maintain all financial and budgetary matters for the ISRD project.
- * (8) Facilitate the delivery of project related services and activities throughout Florida.
- * (9) Facilitate the updating, maintaining, and utilization of online resources through the ISRD website and other virtual tools.

Inter/Intra-Agency Communication and Delivery

- * (10) Review and coordinate activities with other state and exceptional student education initiatives.
- * (11) Work effectively through collaboration and coordination with stakeholders and partners both within and outside of NEFEC, including, but not limited to those noted in (2) and (5), above.
- * (12) Represent exceptional student education interests on various statewide advisory committees as relevant and appropriate.
- * (13) Establish and maintain lines of communication with appropriate Florida DOE district, and community personnel relative to the established project goals and activities to ensure information exchange, coordination, and support.
- * (14) Use effective communication strategies to interact with a variety of audiences.
- * (15) Coordinate all aspects of other initiatives as requested by NEFEC, and BEESS.

Professional Growth and Improvement

- * (16) Facilitate, present, plan, and attend state and national conferences and meetings relevant to exceptional student education.
- * (17) Coordinate and collaborate with DOE, statewide networks and University personnel to assist in professional development preparation in the area of exceptional student education.
- * (18) Facilitate the development, implementation, and evaluation of staff development activities.
- * (19) Keep well informed about trends and best practices in ESE.
- * (20) Maintain a network of peer contacts in related fields.
- * (21) Promote and support the professional growth of self and others.
- * (22) Attend training sessions, conferences, and workshops related to project goals and to remain current in exceptional student education programs and services.
- * (23) Develop annual goals related to project implementation.

Systemic Functions

- * (24) Complete all required reports in a timely manner.
- * (25) Maintain and monitor all required records, websites, virtual resources, and files related to the ISRD project.
- * (26) Coordinate documentation of project accountability efforts and requirements using the DOE/BEESS Project Tracking System database.
- * (27) Plan, implement, and analyze the development of project activities through collaboration with targeted state, regional, and local personnel.
- * (28) Develop products related to project goals and activities.

PROGRAM ADMINISTRATOR, ISRD (Continued)

- *(29) Assist the Director of Instructional Services in maintaining appropriate coordination among the multiple projects that work collaboratively to deliver the services available through NEFEC.
- *(30) Adequately plan all program and organizational functions within reasonable timeframes.
- *(31) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.
- *(32) Promote a culture of service by exhibiting proactive interaction, assistance, and support to district staff.
- *(33) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

Leadership and Strategic Orientation

- *(34) Design, develop, and implement activities to achieve priority goals identified in the project.
- *(35) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering of services, and evaluation of activities.
- *(36) Provide leadership, direction, and coordination of initiatives that support the specified project goals and objectives.
- *(37) Coordinate oversight committee and support teams to ensure the achievement of project goals.
- *(38) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(39) Assist in the development of NEFEC's strategic plan.
- *(40) Demonstrate initiative in the performance of assigned responsibilities.
- *(41) Provide oversight and direction for cooperative planning with other agencies.
- *(42) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

- *(43) Exhibit a positive and flexible attitude.
- *(44) Foster and develop a professional image.
- *(45) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- *(46) Exhibit compassion and humility.
- *(47) Promote a passion for learning and growing.
- *(48) Demonstrate initiative.
- *(49) Exhibit the ability to multitask and problem solve.
- *(50) Translate organizational purpose into observable behavior.

Assessment and Other Services

- *(51) Invest and participate in the adopted performance appraisal systems for employees.
- *(52) The accurate and timely filing of all applicable reports.
- *(53) The completion of professional development activities as appropriate

*Essential Performance Responsibilities

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. (Must be able to do extensive driving.)

Job Description Supplement 03

TERMS OF EMPLOYMENT:

PROGRAM ADMINISTRATOR, ISRD (Continued)

Twelve months. Eight hours per day.

Compensation based on Pay Grade-5.

EVALUATION:

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