



JOB DESCRIPTION: DISTRICT ESE ADMINISTRATOR

DEPARTMENT:	Instruction	REPORTS TO:	Director of Student Services
JOB CLASS:	Administrator	PAY GRADE:	20
EXEMPT STATUS:	Exempt	DATE:	10/6/2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The District ESE Administrator performs a variety of administrative tasks in monitoring, administering and strategically developing the IDEA grant under federal and state guidelines. The District ESE Administrator also oversees the compliance of federal regulations for the ESE program at FLVS to include managing the General Supervision Website, writing ESE policies and procedures, and ensuring compliance with all state ESE reporting. The District ESE Administrator participates in the department's overall budget and strategic planning. The District ESE Administrator maintains a relationship with members of the state Department of Education, interpreting state mandates and protocols and standards for professional development. The District ESE Administrator performs a variety of duties including the selection, development and monitoring of ESE personnel for FLVS FT and FLVS Flex.

ESSENTIAL POSITION FUNCTIONS:

- Develop, execute, and manage the successful implementation of the IDEA grant and federal regulations for the ESE program at FLVS
- Ensure FLVS maintains compliance with ESE program legislative mandates and DOE rules
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Develop and write IDEA Grant, complete & submit grant application, plan & manage budget
- Monitor and provide approvals for IDEA grant budget, purchase orders and invoices from CA & FLVS
- Hold IDEA Expense tracking meetings with CA & FLVS stakeholders
- Attend all ESE Director meetings required by the FLDOE
- Represent FLVS as the main ESE contact for FT K-12 and Flex K-12
- Report to FLDOE and provide all correspondence between FLVS & FLDOE
- Maintain and manage General Supervision Website required by the FLDOE to report and track ESE for the district
- Develop and submit SP&P (ESE Policies and Procedures Manual) to the FLDOE
- Submit all Self-Assessment Cycle Documents to the FLDOE via mail & General Supervision Website
- Complete all annual ESE reporting to the FLDOE
- Handle all state requirements for ESE

- Maintain all ESE records for K-12
- Work in collaboration with Professional Standards in representing the district in all legal issues and proceedings including district complaints, state complaints, OCR complaints and due process as related to ESE/IDEA matters
- Work in collaboration with Professional Standards in cases where there are challenges with Statutes, allegations, and relationships with schools
- Work in collaboration with Professional Standards to represent district regarding IDEA
- Monitor K-12 ESE programs, teachers and staff, and delivery to ensure compliance
- Stay abreast of all ESE laws, legislation and updates to rules both state and federal
- Provide guidance, training and leadership to all ESE staff
- Provide information to parents and school districts across the state
- Relay ESE information from the FLDOE
- Assist in resolving all ESE issues for the district
- Monitor ESE paperwork, ESE services and related services
- Represent the district at state and national conferences, workshops, meetings, trainings, etc.
- Inventory and monitor ESE equipment
- Create and update forms for ESE K-12
- Serve as a liaison between Connections Academy & FLVS finance teams, legal teams and data teams
- Act as district resource for ESE rules, regulations, compliance, program needs, school and district responsibilities, discipline concerns, etc.
- Ensure compliance with IEPs and ESE paperwork
- Prepare, analyze and disseminate /submit necessary reports for auditing
- Prepare required district, state and federal reports for ESE
- Work with community and agencies to coordinate services for students with disabilities
- Develop, execute and monitor contractual agreements
- Oversee McKay Scholarship and Personal Learning Scholarship programs
- Performs other duties as assigned by the Director of Student Services.
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:***Education/Licensure/Certification:***

- Master's degree

Experience:

- Five years of experience in Exceptional Student Education (ESE) and
- Three years of leadership, supervisory and/or management experience

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge of the District's commitment, direction, philosophy, organization and priorities
- Knowledge of the current and future provisions and requirements of the Elementary and Secondary Education Act (ESEA) and related Florida Statutes, State Board Rules, and Federal Regulations
- Ability to interpret law, policy, procedures, and related guidance
- Strong financial management skills
- Strong project management and organizational skills to plan and prioritize
- Considerable knowledge of the principles of supervision, organization and administration
- Skills in problem solving, human interaction and conflict management
- Skills in coaching, counseling and developing staff
- Ability to use common office machines and popular computer driven word processing, database, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them
- Ability to assess the effectiveness of programs and activities
- Effective verbal and written communication skills
- Ability to establish and maintain effective working relationships as necessitated by work assignments

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>

<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>
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MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p>LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p>MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p>DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p>PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p>TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in crossfunctional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>

<p>MANAGING & MEASURING WORK</p> <p><i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p>COMFORT AROUND HIGHER MANAGEMENT</p> <p><i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
<p>MANAGERIAL COURAGE</p> <p><i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.