



DEPARTMENT:	Instruction- FLVS FT	REPORTS TO:	Senior Manager ESE/Student Services
JOB CLASS:	<u>Instructional Manager</u>	PAY GRADE:	<u>Instructional Manager</u>
EXEMPT STATUS:	<u>Exempt</u>	DATE:	<u>7/10/14</u>

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 Exceptional Student Education (ESE) Manager is the primary support for the ESE program at FLVS Full Time. The ESE Manager provides oversight in the K-12 ESE programs to implement the Individuals with Disabilities Education Act (IDEA) procedures and ensure compliance with state and federal regulations. The ESE Manager serves as the liaison between FLVS Full Time and the Florida Department of Education (FL DOE) and exhibits leadership skills in facilitating the continued improvement of instruction for exceptional learners. The ESE Manager stays current on all FL DOE standards related to Exceptional Student Education.

ESSENTIAL POSITION FUNCTIONS:

- Assist with the successful implementation of the IDEA Project and state/federal regulations for the ESE program at FLVS FT
- Ensure FLVS Full Time maintains compliance with ESE program legislative mandates
- Manage and regularly monitor the maintenance of data for students with disabilities and assist with state reporting requirements
- Oversee the development, tracking, and implementation of IEPs
- Supervise and work directly with the ESE Coordinators to ensure compliance and timeliness for all required meetings, progress monitoring and implementation of ESE services, related services, intervention supports, IEP goals and accommodations
- Coordinate and regularly communicate with all related service providers/vendors
- Supervise compliance and attendance for all ESE services and related services
- Run monthly compliance reports for all students that have IEPs and work directly with ESE stakeholders to ensure a plan is in place to meet all timelines throughout the school year
- Ensure that all timelines are met for requesting parental consent, meeting notices, evaluation, placement and Prior Written Notice
- Ensure that all families receive a copy of their Procedural Safeguards as required by IDEA and act as the main contact to answer any questions regarding Procedural Safeguards
- Work directly with the Senior Manager of ESE and Student Services to assist with documentation, gathering information and ensuring proper deadlines for any audits, state reporting, mediations, complaints, due process hearing requests, etc. that occur
- Keep families informed through regular communication via email, phone and newsletters
- Act as the main contact for all discretionary projects working directly with students
- Manage all necessary transition services and supports for ESE students
- Provide regular training and updates for all ESE stakeholders and other instructional staff to ensure everyone has the most recent information surrounding state legislation/federal laws

- Oversee the development, maintenance and regular revision of curriculum and assessment for ESE courses
- Review ESE students' applications for enrollment, send enrollment email notifications and contact families via phone as needed to enroll students with IEPs
- Act as the Local Educational Agency (LEA) Representative for IEP meetings
- Manage all initial eligibilities and staff students appropriately
- Work directly with school administrative staff to manage all manifestation determinations for ESE students
- Manage all hybrid IEP meetings with other school districts and directly oversee any ESE student transfers/change of placements
- Supervise procedures for placement, evaluation and re-evaluation of students with disabilities
- Manage the set-up and delivery of IEP mandated services, including necessary support services for students with disabilities
- Develop and manage a system for implementation of established district and state testing accommodations for students with special needs
- Provide resources and assistance to teachers, other instructional staff, and parents as needed to maximize FLVS FT team performance and address needs in a timely manner
- Coordinate with the Problem-Solving/Student Support Team and participate in meetings for students being referred for ESE evaluation
- Collaborate with district staff concerning all facets of programming for students with special needs from pre-referral intervention, to transition, to graduation, or dismissal
- Work directly with parents, as needed, to answer questions and ensure that all school actions are meeting compliance requirements and students are learning in the Least Restrictive Environment (LRE)
- Communicate and consult with teachers, students, and parents regarding the instructional program for students with disabilities or other special needs
- Develop a working knowledge of the curricular options at FLVS FT; how they can be adapted and implemented to meet specific needs of students with disabilities; and introduce new methods to support students with special needs in a virtual environment
- Apply knowledge of current research on best practices for improving exceptional education student achievement, and the integration of technology in online lesson design
- Keep abreast of current research, trends, best practices, legislation and laws in exceptional student education
- 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 required
- Valid Florida Professional Teaching Certificate with Exceptional Student Education as an area of focus

Experience:

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

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge of current trends and research in exceptional student education with emphasis on rules, regulations, policies, litigation, and procedures on a federal, state, or local level affecting exceptional students.
- Knowledge of least restrictive environment
- Ability to provide consultation and advice to teachers, administrators, parents, and other FLVS staff on ESE issues
- Possesses strong interpersonal, leadership, motivational and communication skills
- Knowledge of state standards and ability to apply this knowledge
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization and delegation
- Ability to work and collaborate with developers, learning leaders, instructors, trainers, and partners
- Ability to evaluate resources for applicability to projects
- Excellent written and verbal communication skills
- Knowledge of all applicable and recommended FLVS computer applications

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><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></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><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>
<p style="text-align: center;">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 style="text-align: center;">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>

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 become 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 cross-functional 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.