



JOB TITLE	DEPARTMENT	REPORTS TO
Director of FDLRS	Student Services/ESE	Executive Director of Student Services/ESE

Position No: 63057	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 4/22/97
FSLA: Exempt	Date Revised: 4/8/03

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum of five (5) years teaching experience 2. Master's degree 3. Certification in Education Leadership or Administration/Supervision. 4. Certification in School Psychology or Exceptional Student Education. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To facilitate and coordinate the writing of the FDLRS project, budget and other appropriate grants. 2. To monitor the FDLRS project, budget and other appropriate grants. 3. To maintain appropriate records and reports. 4. To maintain FDLRS project standards. 5. To act in coordinating capacity and as liaison between Directors of Exceptional Student Education and FDLRS Galaxy. 6. To coordinate and supervise FDLRS Galaxy personnel and staff activities. 7. To coordinate FDLRS Galaxy activities with determined needs of Advisory Committee and Coordinating Council. 8. To confer with districts' personnel and BISCs to determine priorities for training activities throughout service area. 9. To attend and assist in appropriate conferences, institutes, seminars and FDLRS Network meetings. 10. To assist parents, educational and agency personnel in locating and identifying resources for children with disabilities. 11. To assist parents and care givers of children with disabilities through referrals to community or state agencies. 12. To confer with parents and other interested private and public agencies concerning ESE programs, operations, laws, student rights and procedural safeguards. 13. To coordinate dissemination of current informational materials relating to children with disabilities. 14. To maintain communication with individual or agency representatives who refer children for diagnostic evaluation. 15. To conduct or assist in workshops and inservices. 16. To attend appropriate state level conferences and FDLRS Network meetings. 17. To perform such other tasks and assume such other responsibilities as the supervisor may assign.
PHYSICAL DEMAND CLASS:
<p>Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.</p>