



JOB TITLE	DEPARTMENT	REPORTS TO
Educational Consultant/FIN Grant Funded	FDLRS	FDLRS Administrator

Position No: 61012	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 5/26/15
FSLA: Exempt	Date Revised: 1/8/16

JOB GOAL
To provide services to districts and schools in the development and implementation of innovative research-based inclusive practices for students with disabilities.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree in Education or related field. 2. Minimum of five (5) years of experience with special and/or general education staff and with students with disabilities. 3. Florida Teacher Certification – ESE Preferred. 4. Experience working in collaboration with others, including colleagues, district and school level staff, and families. 5. Valid Florida driver's license and reliable transportation to travel to the FDLRS Galaxy service area (Indian River, Martin, Okeechobee and St. Lucie Counties) and within the State of Florida, as necessary to perform job related activities. 6. Flexible work schedule to include nights and weekends to meet the needs of the districts and schools. 7. Ability to perform the functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Knowledge of web-based professional development applications are desirable. 2. Ability to express ideas and thoughts verbally and in written form to adult audiences.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Serves as liaison to plan, develop, and provide training and technical assistance to districts, schools, families, and institutes of higher education, and communities to facilitate the implementation of policies and research-based practices to improve the achievement of all students with mild and significant disabilities in the general education curriculum. 2. Collaborate with families and school, districts, schools, families, other Discretionary Project, and State Department of Education staff to support systemic change and strategic planning efforts for inclusive education in all schools, including public and private schools, serving students with disabilities in pre-kindergarten, elementary, middle, and/or high school general education environments. 3. Guide district and school teams in data analysis and data-based decision-making to increase and improve effective inclusive practices across the district and schools. 4. Engage teams, including district and school level leaders, other education personnel, and families in activities that build capacity to increase, improve, and sustain the implementation of inclusive best practices in all districts and schools. 5. Use multiple sources of data to establish educational goals and deliver professional development and technical assistance resulting in increased achievement of students with disabilities in the Least Restrictive Environment. 6. Plan, develop, and provide professional development and technical assistance using alternate delivery methods such as teleconference, video conference, online presentations, online collaboration, and other web-based formats.

7. Provide resources and consultation on inclusive best practices to families of students with disabilities.
8. Disseminate materials and resources to educators that support the continuous implementation and improvement of best practices for educating students with disabilities in general education environments.
9. Represent FDLRS/FIN on committees, councils, etc. at the state, district, and/or school levels, upon request.
10. Collaborate with FDLRS/FIN, state and regional/center and function personnel to accomplish the center/regional and state goals.
11. Maintain accurate and current data as required.
12. Write and submit reports as appropriate.
13. Perform tasks in a timely and cost effective manner.
14. Perform tasks with a high standard of quality.
15. To perform other tasks and assume other responsibilities as the FDLRS/FIN Administrators may assign.

PHYSICAL DEMAND CLASS:

Medium (M): Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.