



JOB TITLE	DEPARTMENT	REPORTS TO
Educational Consultant HRD or Technology	FDLRS, HRD, or Technology	FDLRS Administrator

Position No: 63115	Length of Work Year: 10 or 11 Months
Salary Schedule: IN10, IN11	Date Approved: 9/11/07
FSLA: Exempt	Date Revised: 1/8/16, 1/21/25

JOB GOAL
To be responsible for the acquisition, dissemination and management of information in providing support services to exceptional students, teachers, parents and agencies.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree preferred, with a minimum of three (3) years successful teaching experience, or a Bachelor's Degree with a minimum of five (5) years or more successful teaching experience. 2. Certification in Exceptional Student Education (ESE), or Elementary Education, or Science, or Math, or Reading. 3. Endorsements in Reading, or Gifted, or Autism. 4. Experience with standard computer and technology, including applications to support curriculum and instruction, and ability to share expertise with others. 5. Experience in delivering training, assessment, and data management. 6. Valid Florida drivers' 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. 7. Flexible work schedule to include nights and weekends to meet the needs of the districts and schools. 8. Proficient oral and written communication skills. 9. Commitment to continuously upgrade skills in research-based and validated practices in the field of education, Multi-Tiered System of Support (MTSS), community resources and technology. 10. Ability to perform functions of the position.
KNOWLEDGE, SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Working knowledge of Instructional and/or Assistive Technology. 2. Understanding of Differentiated Curriculum, and Universal Design for Learning (UDL). 3. Ability to use technology and adapt to changing and evolving environments.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Planning, learning, implementing and evaluating meetings, conferences, coaching sessions and other professional development offerings focusing on increasing student achievement. 2. Implementation of state-of-the-art professional development for instructional reform and inclusive educational practices using adult learning theories. 3. Ability to conduct multi-media presentations. 4. Identify, collect, analyze and interpret data. 5. Modeling utilization and integration of instructional and assistive technologies, UDL, and accessible instructional materials. 6. Design and conduct successful professional development offerings ranging from hour long sessions to 2-week institutes that are in alignment with the BEESS Strategic Plan.

7. Implement effective instructional practices in the classroom and provide feedback, serving as coach and mentor.
8. Attend train-the-trainer sessions on targeted topics.
9. Collaboration/coordination with FDLRS managers, function personnel, and other discretionary project personnel, to accomplish center/regional and state goals/objectives.
10. Collaboration and coordination of activities with HRD/Technology colleagues statewide to facilitate a network of professional developers through FDLRS.
11. Evidence of significant and ongoing study and conversations about the quality of professional development in schools to improve the learning opportunities and learning success of all students and staff.
12. Ability to incorporate Florida's Professional Development System Evaluation Protocol into local and regional professional development.
13. Coordination and collaboration with school district personnel, community agencies, educational service providers and other stakeholders to plan, deliver, follow-up and evaluate data-based professional development at the local and regional levels.
14. Disseminate public awareness materials to the general public, as well as to specified target areas.
15. Assist or conduct screenings and/or diagnostic evaluations of potentially disabled or at-risk children as needed.
16. Develop and/or provide training for parents, school personnel and other individuals on appropriate topics, including the parent services function, as assigned.
17. Maintain accurate and current data on ESE services.
18. Write and submit reports as appropriate.
19. Perform assigned tasks in a timely, cost efficient manner, and with a high standard of quality.
20. Perform other tasks and assume other responsibilities as the FDLRS Administrator may assign.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.