



JOB TITLE	DEPARTMENT	REPORTS TO
SEDNET Specialist Grant Funded	ESE	Executive Director of ESE and Student Services

Position No: 63101	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 6/12/2018
FSLA: Exempt	Date Revised: 9/30/2020

JOB GOAL
The purpose of this position is to interface with juvenile justice, mental health, child welfare agencies, and school districts in the development, coordination, and evaluation of equitable support services and professional development for instructional, support staff, and parents related to the education and mental health needs of students with or at-risk of emotional/behavioral disability (E/BD) in SEDNET Region 15; support state and local Exceptional Student Education initiatives related to E/BD students; and develop employee competencies/skills/knowledge as required in the performance of assigned duties and responsibilities.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. A minimum of five (5) years of experience in education or mental health or related field. 2. Five (5) years of successful teaching or related professional experience or Master's degree from an accredited educational institution. 3. Professional DOE Certification and/or licensure in an area of education, preferably an area of exceptional student education or social science, or national certification/licensure in a related field: behavior analysis, school psychology, etc. 4. Experience in budget and resource allocation. 5. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES:
<ol style="list-style-type: none"> 1. Requires the ability to display knowledge of St. Lucie, Martin, Indian River and Okeechobee County Public School Systems, and their school board policies, rules and regulations relating to the area of responsibility. 2. Requires the ability to display knowledge of the fiscal District's budgetary procedures. 3. Requires the ability to work cooperatively with other departments, school districts, and agencies. 4. Requires the ability to display knowledge of current educational trends, best practices and research related to area of responsibility. 5. Requires the ability to display effective oral as well as written communication and grant writing skills. 6. Requires the ability to plan, organize, manage time and prioritize duties across the four-district service region. 7. Requires the ability to make decisions on relevant information. 8. Requires the ability to manage departmental budgets ensuring regional equity. 9. Requires the ability to display knowledge of state and national initiatives in systems of care.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Draft and submit the yearly SEDNET grant proposal to the office of Grants Management, document quarterly activity data into the statewide grant project tracking

- system, and manage grant budget deadlines and expenditure.
2. Develop products related to training and technical assistance for stakeholders related to state and federal legislation, State Board of Education Rules, and district policies regarding the use of seclusion, restraint, suspension, and expulsion.
 3. Provide training in areas of trauma-informed care, school-based mental health, mental health awareness, intervention strategies for behavior within the multi-tiered system of supports, and Florida standards, and social/emotional learning to assist school districts and other stakeholders in building capacity to facilitate EBD school and community transitions, implement trauma-informed care, increase family and youth involvement, develop local systems of care, reduce the use of seclusion and restraint, implement multi-tiered systems of support, and increase mental health awareness.
 4. Writes, edits, and produces brochures, catalogs, newsletters, reports, personnel/general bulletins, websites, social media, and/or specialized publications.
 5. Coordinates activities as appropriate with BEESS, FDLRS/FIN, Center Managers, and other Discretionary Projects.
 6. Collaborate with the Department of Children and Families, Department of Juvenile Justice, Community Based-Care Providers, Managed Entities for Community Mental Health, and Agency for Health Care Administration to support district and regional interagency collaboration activities.
 7. Participate in joint planning representing the needs of students in each school district with fiscal agents of children's mental health funds, including the expansion of school-based mental health services and integrated education and treatment programs.
 8. Ensures communication with district leadership across the four-county area.
 9. Works closely with each District and its school staffs to disseminate information and current research in support of school improvement initiatives and processes that support improved outcomes for emotionally/behaviorally disabled students.
 10. Provide assistance to school districts in the development and implementation of policies, procedures, and practices concerning the use of restraint and seclusion, including the assistance to promote the reduction of any unnecessary use of restraint and seclusion.
 11. Collect and analyze data related to student interventions and outcomes and assist in problem solving.
 12. Participate in programming for students with emotional/behavioral disabilities that include necessary educational, residential, and mental health treatment services, enabling these students to learn appropriate behaviors, reduce dependency, and fully participate in all aspects of school and community living.
 13. Identify and support efforts to increase parental and student involvement in student education, EB/D school and community transitions, postsecondary transitions, and service coordination within local systems of care.
 14. Participate in statewide and regional MTSS/Problem-Solving Response to Intervention(PS-Rtl), collaborative professional development initiatives and provide coordinated support throughout the service region.
 15. Attends SEDNET in-service trainings and Project Work Days sponsored by the FLDOE to keep abreast of programmatic practices and requirements.
 16. Plans, develops, and conducts in-service training courses, workshops, and supports for staff, teachers, and parents of emotionally/behaviorally disabled students.
 17. Evaluates all project activities and operations for the SEDNET Region 1 service area to determine the effectiveness of meeting identified needs across all Districts.
 18. Participates in collaborative professional development efforts with DOE Region I discretionary projects on initiatives co-aligned with the Bureau of Exceptional Education and Student Services (BEESS) and member Districts, to include collaboration with universities and professional development partnerships.
 19. Serves as a liaison with the Florida Department of Education for assigned areas of responsibility.
 20. Keeps well informed about current state and national trends and best practices in the education of emotionally/behaviorally disabled students, child welfare, juvenile

justice, and children's mental health.

21. Maintains a network of peer contacts through professional organizations, works in member Districts and with other DOE discretionary projects and networks.
22. Develops and manages the SEDNET Region 1 budgets and monitors implementation to ensure equity across the service region. Represents, consistently, each District served in a positive and professional manner.
23. Performs other work as required.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.