



## Weekly Memo

### Job Vacancies

#### Position Available in the Institute for Small and Rural Districts (ISRD)

The Institute for Small and Rural Districts (ISRD), an Individuals with Disabilities Education Act (IDEA)-funded state project, is seeking a support specialist. This job is located at the North East Florida Educational Consortium in the Live Oak ISRD office. The application deadline is open until filled. To view the full job description and apply, go to [Putnam County School Board](#) to fill out an application online. To view the Application of Position Vacancy and the corresponding job description, see the attached documents. For questions, contact Alissa Hingson, ISRD program administrator, at [hingsona@nefec.org](mailto:hingsona@nefec.org).

- Filename: Vacancy Notice for ISRD Support Specialist
- Filename: ISRD Support Specialist Job Description

#### Positions Available in the Florida Diagnostic and Learning Resources System (FDLRS) PAEC Associate Center

FDLRS PAEC, an IDEA-funded state project, is seeking specialists for the areas of human resource development and/or technology. FDLRS PAEC serves the districts of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton and Washington. The application deadline is open until it is filled. To view the full job description and apply, go to [PAEC Jobs web page](#). For questions, contact Toyka Holden at [Toyka.Holden@paec.org](mailto:Toyka.Holden@paec.org).

### Professional Learning

#### Two Online Training and Professional Learning Opportunities by the Florida and Virgin Islands (FAVI) Deaf-Blind Collaborative

The FAVI Deaf-Blind Collaborative is hosting a workshop designed to help moms, families, friends, and professionals understand the issues that may impact a father's involvement in his children's lives. This event will be on **December 10, 2024**, from 10 a.m. to noon EST. Mark Keith is the parent and family liaison and a training specialist with the Resource Materials & Technology Center for the Deaf/Hard of Hearing. He is also the father of a successful young man who is deaf and has cerebral palsy. Mr. Keith will help identify specific reasons a dad may not be participating and describe strategies for helping fathers become more involved. For more information and to register, go to [Online Event: Involving Dads](#).

### **Online Professional Learning: Meet Open Hands Open Access (OHOA)**

The FAVI Deaf-Blind Collaborative is also offering a series of OHOA Deaf-Blind Intervener Learning Modules for educators seeking professional learning on deaf-blindness, multiple disabilities and effective intervention For more information and to register, go to [Professional Learning: Meet OHOA](#).

For more information on these online training and professional learning opportunities, contact Shelly Voelker at [shellyv@ufl.edu](mailto:shellyv@ufl.edu).

## **Action Items**

### **Call for Workgroup Members: Reviewing and Revising Florida's State Academic Standards for Science**

The Florida Department of Education (FDOE) has issued a memorandum regarding a [call for workgroup members: Reviewing and revising Florida's state academic standards for science](#). Individuals seeking to participate in this workgroup must email their interest by **December 6, 2024**, per the instructions in the memo.

## **Informational Items**

### **State Board of Education Approves Cut Scores for Benchmarks for Excellent Student Thinking (B.E.S.T.)-aligned Alternate Assessments**

FDOE has issued a memorandum regarding the [State Board of Education approving cut scores for B.E.S.T.-aligned alternate assessments](#).

### **Updates on the Florida Teacher Certification Examinations (FTCEs)**

FDOE has issued a memorandum regarding [updates on the FTCEs](#).

### **Revisions to Rule 6A-1.099811, Florida Administrative Code (F.A.C.), School Improvement State System of Support for Deficient and Failing Schools**

FDOE has issued a memorandum regarding [revisions to Rule 6A-1.099811, F.A.C., School Improvement State System of Support for Deficient and Failing Schools](#).

## **New BEESS Team Members**

BEESS would like to welcome the following new Hope Navigators:

Samantha (Sam) Sachs is a Florida native, originally from Miami and raised in Tallahassee. She graduated from the University of Miami School of Communications where she studied filmmaking and screenwriting. Ms. Sachs lived in Los Angeles and worked in Hollywood for five

years pursuing careers in entertainment and standup comedy. She began her career with the State of Florida this past May. She is happiest at home relaxing with her husband and their five cats. Ms. Sachs is privileged to be a part of BEESS as a Hope Navigator and is looking forward to working with individuals facing unique challenges and making a positive impact on their lives.

Mary Magner is also a Florida native, originally from Fort Lauderdale but grew up in Tallahassee. She graduated from Florida State University in 2017 and has dedicated her career to advocating for and supporting children and families. Professionally, Ms. Magner's journey began with assisting families of children with autism, which led to her love of exceptional education. She then served as a family service specialist for youth transitioning out of the Department of Juvenile Justice system. Most recently, Ms. Magner has delved into the behavioral and mental health field for our local youth and worked to develop behavior plans and exceptional student education accommodations and provide support for their families. Outside of her professional life, she cherishes spending time with her 2-year-old son, and their two dogs. Ms. Magner is excited to bring her experience and enthusiasm to further support and empower families and children through BEESS.

## Tip of the Week

### **Send Prior Written Notice (PWN) and Other Important Notices via Certified Mail**

When it is imperative a parent receives PWN or another important notices, consider sending the notice via certified mail. This allows staff to access the letter's tracking history and create documentation that the district sent out the notice on a specific date. ([Special Ed Connection®](#))

***Alice Schmitges***  
***Bureau Chief***



For more information, contact  
850-245-0475

# ***APPLICATION OF POSITION VACANCY***

**Putnam County Public Schools**

200 Reid Street Palatka, Florida 32177

**APPLICATION DEADLINE: When Filled**

**POSITION TITLE: Support Specialist, ISRD**

**JOB LOCATION: NEFEC (Live Oak, FL office)**

*(This position is with the statewide Institute for Small and Rural Districts (ISRD) Project located at the North East Florida Educational Consortium. The position will be housed in Live Oak, FL)*

**DATE OF VACANCY: Immediately**

**JOB DESCRIPTION: See Attached**

**MINIMUM QUALIFICATIONS: High School Diploma; Valid Florida Driver's License; Minimum of five (5) years progressively responsible experience in a formal office setting; Computer proficiency; Satisfactory criminal background check and drug screening. Pay Grade 18 - \$35,900 - \$55,860**

**\*\*ONLY SELECTED APPLICANTS WILL BE INTERVIEWED\*\*  
INTERVIEWS TO BE SCHEDULED WITH:**

**Alissa Hingson**

**VETERANS PREFERENCE AVAILABLE UPON REQUEST**

**HOW TO APPLY:** Complete a Putnam County District School Board online application.

**NOTE TO APPLICANT:** Applications will not be accepted after the application deadline.

**AFFIRMATIVE ACTION – EMPLOYMENT:** Discrimination on the basis of religion, race, national origin, color, handicap, sex, age, marital status, or parental status is prohibited in the recruitment, hiring, assigning, promotion, paying, demoting, or dismissal of employees of the District school Board of Putnam County.

**DISTRIBUTION:** Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Levy, Lafayette, Marion, Nassau, Putnam, Suwannee, Union, P.K. Yonge Developmental Research School, and FSDB.

11/12/24

**FOR CURRENT POSITIONS VISIT**

**<http://www.putnamschools.org>**

**EQUAL OPPORTUNITY EMPLOYER**

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### SUPPORT SPECIALIST, ISRD

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- \* (1) High School Diploma.
- \* (2) Valid Florida Driver's License.
- \* (3) Minimum of five (5) years progressively responsible experience in a formal office setting.
- \* (4) Computer proficiency.
- \* (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficient oral and written communication skills. Skills in developing and clearly communicating concepts and ideas. Ability to work well with others individually and in groups. Ability to work independently with minimum direction. Ability to effectively coordinate and plan events, activities and initiatives. Ability to utilize computer for word processing, spreadsheets and specific current software and programs. Ability to accurately maintain financial records. Familiarity with developing and maintaining databases, newsletters, and website.

#### REPORTS TO:

Program Administrator, ISRD

#### JOB GOAL

To provide assistance and support in planning, developing and implementing ISRD project activities and priorities, related to exceptional student education, at the state, regional and local levels.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Perform general support duties for assigned project staff which include typing, data entry, answering the telephone, taking messages, communicating with stakeholders, filing, scheduling appointments, preparing/receiving/distributing correspondence, developing/maintaining spreadsheets, and completing of data entry for project databases.
- \* (2) Maintain an accurate account of project financial records, including the processing of requisitions, purchase orders and invoices, ensuring balances are correct, assisting supervisor with budget analysis and projects, and providing information as requested.
- \* (3) Process and manage budget for the Program Supervisor.
- \* (4) Maintain project travel schedules and coordinate the preparation of travel authorization and vouchers, including posting schedules and processing appropriate leave forms and reimbursement forms (out-of-county and in-county).
- \* (5) Promote ISRD district achievements, news and current activities through the ISRD website, newsletter and other relative means.
- \* (6) Coordinate the purchase of necessary office and operating supplies which include keeping inventory, inputting purchase orders and warehouse requisitions, monitoring orders as they are received and coding bills for proper payment.

## **Support Specialist, ISRD (Continued)**

- \* (7) Prepare time sheets and FDOE Personnel Activity Report for ISRD project staff.
- \* (8) Assist in the preparation for activities which includes securing of facilities, development of program/workshop agendas, requests for approval of consultants, payment of consultant fees, registration fees/forms, receipts, and others.
- \* (9) Attend advisory, coordinating council and other project meetings and selected professional development activities as designated by supervisor with responsibilities including taking and distributing minutes, preparation of meeting materials, set-up/clean-up of meeting environment and other duties.
- \* (10) Process Putnam County School Board items for the project for approval by the Program Supervisor
- \* (11) Prepare contract attachments, resolutions and Memorandums of Understanding for the Program Supervisor
- \* (12) Facilitate the updating, maintaining and utilization of online resources through the ISRD website and other virtual tools.

### **Inter/Intra-Agency Communication and Delivery**

- \* (13) Use effective communication strategies to interact with a variety of audiences including staff, administrators, stakeholders, and DOE contacts.
- \* (14) Respond to inquiries and concerns in a timely manner.
- \* (15) Keep supervisor informed of potential problems.
- \* (16) Assist other projects by providing services as part of a collaborative effort when needed.

### **Professional Growth and Improvement**

- \* (17) Develop annual job goals relating to ISRD and NEFEC's strategic plan.
- \* (18) Assist in the development, implementation and evaluation of staff development activities.
- \* (19) Set high standards and expectations for self and others.
- \* (20) Keep up-to-date and well-informed about trends and best practices in assigned area.
- \* (21) Maintain a network of peer contacts in related fields.
- \* (22) Promote and support the professional growth of self and others.

### **Systemic Functions**

- \* (23) Coordinate with team in planning and implementing activities.
- \* (24) Complete, in a timely manner, all required reports.
- \* (25) Make and share decisions in a timely manner.
- \* (26) Maintain all required records, websites, virtual resources and files related to the ISRD project.
- \* (27) Assist in planning and implementing the development of project activities through collaboration with targeted state, regional and local personnel.
- \* (28) Develop products related to project goals and activities.
- \* (29) Adequately plan all project functions within reasonable timeframes.
- \* (30) Assist in maintaining appropriate coordination and communication among all agencies that work collaboratively providing services related to project goals.
- \* (31) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.
- \* (32) Develop and maintain spreadsheets, complete data entry for project databases as assigned, and assist with data collection for annual reports and other assigned projects.

### **Leadership and Strategic Orientation**

- \* (33) Demonstrate initiative in the performance of assigned responsibilities.
- \* (34) Anticipate potential problems and develop processes or procedures to prevent or address them.
- \* (35) Provide leadership in working with others to accomplish tasks.
- \* (36) Perform other tasks consistent with the goals and objectives of this position.

### **Worksite Service Standards**

## **Support Specialist, ISRD (Continued)**

- \* (37) Exhibit a positive and flexible attitude.
- \* (38) Foster and develop a professional image.
- \* (39) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \* (40) Exhibit compassion and humility.
- \* (41) Promote a passion for learning and growing.
- \* (42) Demonstrate initiative.
- \* (43) Exhibit the ability to multitask and problem solve.
- \* (44) Translate organizational purpose into observable behavior.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 05

### **TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.  
Compensation based on Pay Grade 18.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.