

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SEDNET RESOURCE COORDINATOR, Teacher on Special Assignment (TSA)

QUALIFICATIONS:

- (1) Bachelor's degree with certification in exceptional student education or a social, behavioral, or rehabilitative science.
- (2) Three (3) years' experience in service provider field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of applicable laws, rules, and policies related to students with disabilities. Ability to plan, organize, and coordinate activities. Ability to teach management principles. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with others. Knowledge of current research, trends, and best practices for working with aberrant behavior problems. Ability to maintain confidentiality.

REPORTS TO:

Project Administrator (Director, Exceptional Student Education and Student Services,
School Board of Levy County)

JOB GOAL

To facilitate the access and development of support services such as mental health services, evaluations, and school programs to maintain placement and support within the home community for students with Emotional/Behavioral Disabilities (E/BD) and / or at-risk students and their families.

To provide professional functions in support of students with or at risk of Emotional/Behavioral Disabilities and serve as a school and community resource liaison for the multi-agency service network for students with behavioral disabilities. The SEDNET Resource Coordinator, Teacher on Special Assignment (TSA) position will be based in Levy County and will require travel to and within Alachua, Baker, Bradford, Union, Gilchrist, and Levy counties, as needed.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and communicate SEDNET local, regional, and statewide goals and plans, including interagency activities and follow-up activities.
- * (2) Represent SEDNET at local, regional, and state meetings.
- * (3) Assist and / or facilitate in-service training for agency / school personnel as well as caregivers.
- * (4) Assist in maintaining active public relations with the Department of Children and Families, Department of Juvenile Justice, and other community agencies; and promote an understanding of Exceptional Student Education (ESE) and SEDNET programs and services.
- * (5) Assist and facilitate the implementation of SEDNET local and state activities in the participating counties.
- * (6) Plan, conduct, and evaluate workshops, professional meetings, and inservice programs at the local, regional, state, and national levels.

- * (7) Seek opportunities for professional growth and development.
- * (8) Allocate time and resources in alignment with SEDNET and ESE priorities and goals.
- * (9) Participate in analyzing performance results and measures in relation to integrated education and mental health treatment services for highest student achievement.
- * (10) Coordinates with the six districts served and the Department of Education to review priorities for monitoring and promoting a comprehensive system of care for integrated educational and mental health treatment services for students with emotional disabilities.
- * (11) Develop and monitor SEDNET process and services based on needs of students, teachers, administrators, families, businesses, and community.
- * (12) Provide recommendations for SEDNET activities and priority development.
- * (13) Provide on-going project maintenance, such as attending appropriate state-wide workdays, meetings related to E/BD population, meetings with the Director of ESE and Student Services, drafting the annual report and application for renewal of the project, and maintaining records of activities and other documentation as required by the project.
- * (14) Provide individual and small group activities designed to improve students' interpersonal relationships and social skills.
- * (15) Prepare all required reports and maintain all appropriate records.
- * (16) Provide consultative services to local behavior specialists, teachers or their appropriate counterparts through the provision and facilitation of on-site training and demonstration for school and agency personnel as well as primary caregivers regarding effective techniques for working with students with or at risk of emotional/behavioral disabilities.
- * (17) Perform all other duties as assigned by the Director of ESE and Student Services.
- * (18) Ability to work in a constant state of alertness and safe manner.

* Essential Performance

PHYSICAL REQUIREMENTS: Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the Levy School District's approved compensation plan. 11 month position. Length of the work year and hours of employment shall be those established by the Levy School District.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Levy County school board's policy on evaluation of personnel

Job Description Supplement Code 8

Lane C SED

Salary Index 0.7103 of the Administrative Salary Schedule

12 Month Position

DOE Job Code 51090

Revised Board Approval-08/13/2019