

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Exceptional Student Education

GENERAL RESPONSIBILITIES

1. Provides leadership as a liaison for information gathering, analysis, and dissemination to identify issues, patterns, and gaps in comprehensive systems of care critical to students of mutual concern in five (5) county areas (Collier, Lee, Glades, Hendry, and Charlotte).
2. Promotes and facilitates parent involvement in the network and local systems of care.
3. Develops and delivers multi media products and training that support best practice and increases mental health and social services for students with or at risk of severe emotional disturbance.

SPECIFIC RESPONSIBILITIES

1. Develops goals, objectives, activities, and expected outcomes for the IDEA, Part B, SEDNET Grant.
2. Develops and manages fiscal resources provided to Collier County schools through IDEA, Part B, and SEDNET Grant.
3. Coordinates the implementation and evaluation of goals, objectives, and activities identified in the IDEA, Part B, and SEDNET Grant.
4. Attends IEP meetings, upon request, of students who are at-risk or have social/emotional disabilities to provide support and resources to professional staff and families.
5. Completes activities required by Department of Education (DOE) for monitoring and evaluation purposes.
6. Assists with parent resources for special needs students (primarily Emotional/Behavioral Disabilities - E/BD).
7. Prepares the end-of year annual IDEA, Part B, Special Projects report and submits to DOE and SEDNET Advisory Board members.
8. Facilitates quality improvement activities for the Department of Children and Families.
9. Plans and facilitates SEDNET training activities.
10. Attends SEDNET in-service trainings and Project Work days sponsored by DOE.

11. Maintains a working knowledge of national, state, and local regulations and developments in exceptional student education.
12. Develops and implements strategies to increase services and fiscal resources for students at-risk or Emotionally/Behaviorally Disabled (E/BD) students (cost-sharing agreements, mini-grants, etc.).
13. Attends monthly Department of Children and Families meetings.
14. Serves as a resource to all school personnel, agencies, and community representatives in the District regarding SEDNET goals and activities.
15. Performs other duties as assigned.