

Florida School for the Deaf and the Blind

POSITION TITLE: District Support Coordinator – Deaf/Hard of Hearing

POSITION TYPE: Career Service

DEPARTMENT: Parent Services

Grant Funded Position; position will be renewable each year pending funding of the grant.

FSDB SALARY RANGE - 260 Days: \$46,381.14 - \$50,881.14 annually. This range is inclusive of verified experience and education.

REQUIREMENTS: A Bachelor's Degree from a college or university and five (5) years of professional experience involving work with developmentally disabled persons or in research, applied research, training, education, career development, human resource development, instructional design or a related field; or a Master's Degree from a college or university with major course of study in psychology, education, instructional design, or human resource development can substitute for one year of the required experience; or a Doctorate from a college or university with major course of study in psychology, education, instructional design, or human resource development can substitute for two years of the required experience. Professional experience as described above can substitute on a year-for-year basis for the required college education.

PREFERRED: Master's Degree; professional experience with deaf/hard of hearing individuals; Fluency in Spanish and American Sign Language; Early Childhood Development.

CONDITION OF EMPLOYMENT: Applicants under consideration for employment at the Florida School for the Deaf and the Blind will be required to complete background investigation. Fingerprints will be taken and sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a background check of your criminal history record(s) at the state and national level.

WORK LOCATION: Position will service families in South Florida, specifically Dade County. However, the incumbent will be required to be at FSDB (for training) on a quarterly basis.

WORK HOURS: Schedule is at least 40 hours weekly; includes afternoons, evenings and possible weekends.

DUTIES AND RESPONSIBILITIES: The incumbent of this position works in the Parent Services Department and provides/coordinates in-home, parent education services in Central and South Florida for families with children ages birth through 5 years enrolled in the Parent Infant Program for the Deaf/Hard of Hearing. Maintain a caseload of at least 15 families with children who have been identified as Deaf/Hard of Hearing as a

Parent Advisor. Provide ongoing, in-home, early intervention for families on caseload following identified best practices at individual frequencies as appropriate. Participate in audiological appointments, IFSP, IEP, and other meetings as invited for families with children on caseload. Travel as necessary to meet the job requirements. Assist other Parent Advisors in the region by providing them with procedural information, guidance, and mentoring as necessary. Collaborates with FSDB Parent Infant Program staff and disseminate information as necessary. Assists Parent Advisors to ensure the completion of intake, evaluation, and closure processes. Manage referrals, initiate intake process with families, connect them with a local Parent Advisor, and ensure timely initiation of services. Represent FSDB in the region by collaborating with Early Steps, Interagency Councils, and other stakeholders. Attend related local conferences and meetings. Network with other professionals to identify and refer new Parent Advisors. Plan and participate in outreach efforts with parents and/or other professionals to build a strong statewide model for effective services to children who are Deaf/Hard of Hearing and their families. Organize meetings and workshops as needed, prepare and present at conferences/local training activities in the community relating to early childhood, early intervention, and deafness. Other professional activities, including but not limited to: participate as needed in SKI-HI and Parent Advisor Trainings. Participate in professional development activities to upgrade skills and knowledge. Contribute to overall delivery system of Parent Services Program, including: attendance at staff meetings, program evaluation activities and day-to-day operations. Participate in school wide and departmental meetings, as needed. Attend training and implement skills acquired during professional development activities as required by federal, state and FSDB mandates. Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to complete training and administer skills acquired in CPR; Knowledge of early intervention best practice in partnering with families, community agencies, and school district personnel; Knowledge of early childhood birth to five years old, developmental stages, and strategies for issues related to deafness; Knowledge of early childhood practices in order to provide technical assistance, and ability to align efforts with other Parent Services initiatives; Ability to coordinate meetings and collaborate with various agency personnel on a local and statewide level; Ability to maintain a Valid State of Florida Driver's License and meet FSDB requirements to operate a state vehicle according to the Transportation Policy; Skills in communicating effectively orally and in writing; Ability to evaluate program services and use evaluation data to enhance service delivery; Ability to schedule trips and travel independently; Ability to assume a leadership role within the region; Knowledge of Spanish and American Sign Language preferred.

Applicants who are selected for hire will be required to attain an Advanced proficiency in sign language, within three years of hire. Please note: The Florida School for the Deaf and the Blind provides education to acquire sign language skills.

SPECIAL NOTE:

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Pursuant to Chapter 295, Florida Statutes, eligible veterans and spouses of veterans who are Florida residents will receive preference in employment and are encouraged to apply. However, applicants claiming Veterans' Preference must attach supporting documentation with each application submission that includes character of service (for example, DD Form 214 Member Copy #4) along with documentation as required by Rule 55A-7, Florida Administrative Code. All documentation is due by the closing date of the vacancy announcement. Documentation is based on the type of veteran preference claim.

All members of the Florida Retirement System are required to contribute 3% of their salary on a pre-tax basis.

An attached resume is not a substitute for the information required on the application. It is the responsibility of all applicants to keep their application current.

TO APPLY, [CLICK HERE](#):

Applications accepted through People First only.

To access additional information please log on to <https://jobs.myflorida.com/joblist.html> and in Keywords enter 48008771.

APPLICATION DEADLINE: 11:59 p.m. on August 18, 2017.

Please note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are considered to be public records and may be made available to the public and media upon request.