

AGENDA

SPECIAL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

June 7, 2012

9:00 A.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

ITEMS FOR CONSENT

2. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #3**

a. Personnel 2011 - 2012

ACTION REQUESTED: The Superintendent recommends approval.

b. Personnel 2012 – 2013

ACTION REQUESTED: The Superintendent recommends approval.

3. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Twenty-Nine – **SEE PAGE #6**

Fund Source: 110 (General) Funds

Amount: \$.00

ACTION REQUESTED: The Superintendent recommends approval.

4. AGREEMENTS/PROJECT/GRANT APPLICATIONS

a. Dental Insurance for 2012 - 2013 – **SEE PAGE #13**

Fund Source: All Funds with Payroll

Amount: See the attached rate sheet

ACTION REQUESTED: The Superintendent recommends approval.

- b. Memorandum of Agreement between Gadsden County Schools and Gadsden County Health Department – **SEE PAGE #15**

Fund Source: N/A

Amount: \$100,100.00

ACTION REQUESTED: The Superintendent recommends approval.

- 5. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS – **SEE PAGE #20**

- a. Approval of School Board Policy 2.25 (Job Descriptions)

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- 6. ITEMS BY THE SUPERINTENDENT
- 7. SCHOOL BOARD REQUESTS AND CONCERNS
- 8. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

June 7, 2012

The School Board of
Gadsden County, Florida
Quincy, Florida 32351

Dear School Board Members:

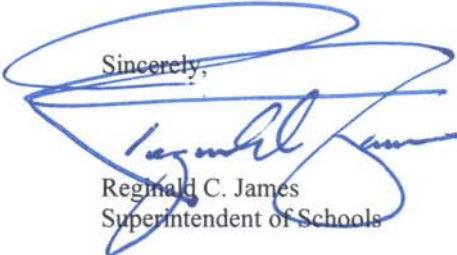
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2011/2012
Item 6B Instructional and Non-Instructional Personnel 2012/2013

The following reflects the total number of full-time employees in this school district for the 2011/2012 school term, as of June 7, 2012.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees June 2012</u>
Classroom Teachers and Other Certified	120 & 130	468.25
Administrators	110	49.75
Non-Instructional	150, 160, & 170	404.00
		<u>922.00</u>

Sincerely,


Reginald C. James
Superintendent of Schools

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

Roger P. Milton
DISTRICT NO. 5
QUINCY, FL 32351

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2011/2012

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

LEAVE OF ABSENCE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning</u>	<u>Ending</u>
Akins, Delores	CPA/SFS Worker	05/14/2012	06/11/2012
Avila, Aileen	GWM/Teacher	05/07/2012	06/11/2012
Hopkins, Kysha	EGHS/Math Coach	04/25/2012	09/24/2012
Sharp, Ronald	WGHS/Custodial Asst.	05/11/2012	06/30/2012
Valencic, Ralph	CPA/Teacher	05/01/2012	06/11/2012

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gammon, Odis	Transportation	Bus Driver	05/24/2012

TRANSFERS

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Clemons, Mildred*	HES/Lib. Media	CPA/GEMS Lib. Media	05/17/2012
Richardson, Herbert*	CPA/GEMS Lib. Media	HES/Lib. Media	05/17/2012

*Correction approved in May Board meeting as April 17, 2012, should be May 17, 2012.

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2012/2013
INSTRUCTIONAL PERSONNEL

CONTINUING

Potter, Patricia

ANNUAL SERVICES

Akins, Jamarr	Falconer, Jerome	Michael, Melinda	Wideman, Claudette
Alexander, Kala	Flores, Melvin	Miller, Willie	Wiggins, Mellany
Ali, Rosita	Gaines, Alicia	Mills, Pamela	Wiley, Hazel
Allen, May	Galloway, Shelia	Montes De Oca, Arnel	Williams, Alondrea
Allen, Sabrina	Gardiner, Grace	Montgomery, Shawntara	Williams, Justina
Allen, Virginia	Gee, Wendy	Moody, Cheryl	Wilson, Vivian
Aviles, Lydia	Germany, Christopher	Moore, Laci	Wilson-Lewis, Sonja
Bailey, Latrisa	Gholson, Barbara	Murray, Wanda	Wynn, Ja'Nay
Baker, Sharita	Gordon, Shakilla	Myers, Barbara	McDonald, Glenda (Part-time)
Barnes, Andre'	Green, Carolyn	Narvaez, Neriza	
Beasley, Brandi	Green, Charles	Nelson, Rena	
Boutwell, Mary	Haarer, Kelley	Nia, Tia	
Bradwell, Antonio	Hannon, Rebecca	Philpott, Robert	
Bragg, Sarah	Hayman, Lauren	Pinkney, Nakendra	
Brathwaite, Lydia	Henry, Clara	Pontius, Candace	
Brewington, Lanecia	Henry, Lakisha	Pruitt, Shonda	
Brock, Leon	Hill, Baleasa	Quinlan, Vanessa	
Brown, Ravonda	Hinson, Doris	Rasul, Taliah	
Bugg, Lee	Hinson, Ruth	Reilly, Noreen	
Burney, Charles	Holton, Amelia	Richardson, Natasha	
Burns, Patricia	Howard, Abdul	Rowan, Megan	
Buscaino, Miraflor	Hughes, Katanga	Rumph, Tameka	
Bush, Daisy	Ivery, Cherkieza	Sanger, Corelia	
Calhoun, Teresita	James, Alexander	Sarpong, Akua	
Canidate, Jacqueline	Jessie, Kendra	Scales, Ricardo	
Castaneda, Gloria	Johnson, Haston	Sea, Roosevelt	
Christopher, Jeffrey	Jones, Nakia	Shaw, Tammy	
Cineus, Shunteen	King, Alonza	Simmons, Charhonda	
Clark, Victor	Knight, Dwan	Simmons, Venetta	
Clarke, Bruce	Kornstein, Sara	Slinker, Judith	
Clary, Kamilah	Kunkler, Patricia	Sloan, Lenore	
Cofield, Koneisha	Laudato, Larie	Soltes, Glenn	
Collins, Rosalyn	Lewis, Joycelyn	Soltes, Glenn	
Cotton, Talia	Lewis, Miranda	Stafford, Juanita	
Cummings, Kimberly	Lightfoot, Erica	Starks, Tammy	
Daigle, Alicia	Lynch, Jeremy	Stephens, Douglas	
Dallas, Katherine	Maizano, Miguel	Stokes, Lillie	
Daniels, Andrea	Manion, Bufford	Taylor, Patricia	
Daniels, Jahannah	Marshall, Naytasha	Thomas, Dale	
Davis, Clinette	Martin, Charlene	Thomas, Whitney	
Davis, Renee	Mason, Brenda	Tolbert, Stephanie	
Dela Cruz, Arnel	Mathews-Nelloms, Dionne	Trumpler, Felicia	
Dennis, Dorothy	Matos, Josue	Tucker, Marilyn	
Easley, Karlisa	McCloud, Blossie	Walker, Renette	
Evans, Martina	McLaurin, Shanterria	Weaver, Cindy	
Fabie, Monica	McNeal, Kimberly	West-Chestnut, Carmisha	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: June 7, 2012

TITLE OF AGENDA ITEMS: Budget Amendment Number Twenty-Nine

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This amendment adjusts budget by project based on prior year carry forward:

School Recognition (for 03-04 scores)	\$ 234.25
---------------------------------------	-----------

FUND SOURCE: 110 (General) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Twenty-Nine**

110 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 5/31/2012	BUDGET AMENDMENT NUMBER TWENTY-NINE	BUDGET BALANCE 5/31/2012	
5100 K-12 Instructional	100	\$ 12,233,426.91	\$ (234.25)	\$ 12,233,192.66	
	200	\$ 2,282,717.54	\$ -	\$ 2,282,717.54	
	300	\$ 2,312,404.50	\$ -	\$ 2,312,404.50	
	400	\$ -	\$ -	\$ -	
	500	\$ 1,358,242.37	\$ 234.25	\$ 1,358,476.62	
	600	\$ 145,796.00	\$ -	\$ 145,796.00	
	700	\$ 21,674.52	\$ -	\$ 21,674.52	
FUNCTOTAL		\$ 18,354,261.84	\$ -	\$ 18,354,261.84	
5200 Exceptional Instruction	100	\$ 2,621,085.71	\$ -	\$ 2,621,085.71	
	200	\$ 592,187.36	\$ -	\$ 592,187.36	
	300	\$ 303,081.59	\$ -	\$ 303,081.59	
	500	\$ 14,248.86	\$ -	\$ 14,248.86	
FUNCTOTAL		\$ 3,530,603.52	\$ -	\$ 3,530,603.52	
5300 Vocational Technical	100	\$ 225,022.59	\$ -	\$ 225,022.59	
	200	\$ 44,925.28	\$ -	\$ 44,925.28	
	300	\$ 448.00	\$ -	\$ 448.00	
	400	\$ -	\$ -	\$ -	
	500	\$ 141.09	\$ -	\$ 141.09	
	600	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 270,536.96	\$ -	\$ 270,536.96	
5400 Adult	100	\$ 645,932.44	\$ -	\$ 645,932.44	
	200	\$ 103,536.83	\$ -	\$ 103,536.83	
	300	\$ 10,084.00	\$ -	\$ 10,084.00	
	400	\$ -	\$ -	\$ -	
	500	\$ 7,615.00	\$ -	\$ 7,615.00	
	600	\$ 17,114.79	\$ -	\$ 17,114.79	
	700	\$ 2,359.00	\$ -	\$ 2,359.00	
FUNCTOTAL		\$ 786,642.06	\$ -	\$ 786,642.06	
5500 Pre-Kindergarten	100	\$ 614,723.02	\$ -	\$ 614,723.02	
	200	\$ 148,777.10	\$ -	\$ 148,777.10	
	300	\$ 3,064.50	\$ -	\$ 3,064.50	
	500	\$ 31,522.87	\$ -	\$ 31,522.87	
	600	\$ -	\$ -	\$ -	
	700	\$ 236.00	\$ -	\$ 236.00	
FUNCTOTAL		\$ 798,323.49	\$ -	\$ 798,323.49	

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Twenty-Nine**

6100	100	\$	1,083,959.72	\$	-	\$	1,083,959.72
Pupil	200	\$	223,986.47	\$	-	\$	223,986.47
Personnel	300	\$	276,905.00	\$	-	\$	276,905.00
Services	400	\$	-	\$	-	\$	-
	500	\$	11,577.26	\$	-	\$	11,577.26
	600	\$	-	\$	-	\$	-
	700	\$	3,170.00	\$	-	\$	3,170.00
FUNCTOTAL		\$	1,599,598.45	\$	-	\$	1,599,598.45
6200	100	\$	452,894.75	\$	-	\$	452,894.75
Instructional	200	\$	105,051.40	\$	-	\$	105,051.40
Media	300	\$	162,300.00	\$	-	\$	162,300.00
Service	500	\$	11,168.00	\$	-	\$	11,168.00
	600	\$	26,177.00	\$	-	\$	26,177.00
	700	\$	7,830.00	\$	-	\$	7,830.00
6200 FUNCTOTAL		\$	765,421.15	\$	-	\$	765,421.15
6300	100	\$	812,246.24	\$	-	\$	812,246.24
Instructional	200	\$	164,008.47	\$	-	\$	164,008.47
Curriculum Dev.	300	\$	29,543.00	\$	-	\$	29,543.00
	400	\$	-	\$	-	\$	-
	500	\$	16,526.00	\$	-	\$	16,526.00
	600	\$	1,943.00	\$	-	\$	1,943.00
FUNCTOTAL		\$	1,024,266.71	\$	-	\$	1,024,266.71
6400	100	\$	16,928.44	\$	-	\$	16,928.44
Instructional	200	\$	1,295.06	\$	-	\$	1,295.06
Staff Training	300	\$	11,964.00	\$	-	\$	11,964.00
	400	\$	-	\$	-	\$	-
	500	\$	8,591.00	\$	-	\$	8,591.00
	600	\$	665.00	\$	-	\$	665.00
	700	\$	3,131.00	\$	-	\$	3,131.00
FUNCTOTAL		\$	42,574.50	\$	-	\$	42,574.50
6500	100	\$	43,285.01	\$	-	\$	43,285.01
Instruction	200	\$	8,926.60	\$	-	\$	8,926.60
Related Tech	300	\$	34,760.00	\$	-	\$	34,760.00
Instruction	500	\$	20,060.00	\$	-	\$	20,060.00
	600	\$	8,337.79	\$	-	\$	8,337.79
FUNCTOTAL		\$	115,369.40	\$	-	\$	115,369.40

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Twenty-Nine**

7100	100	\$	139,310.44	\$	-	\$	139,310.44
Board of	200	\$	223,550.36	\$	-	\$	223,550.36
Education	300	\$	205,403.60	\$	-	\$	205,403.60
	500	\$	6,286.58	\$	-	\$	6,286.58
	600	\$	1,943.00	\$	-	\$	1,943.00
	700	\$	253,846.00	\$	-	\$	253,846.00
FUNCTOTAL		\$	830,339.98	\$	-	\$	830,339.98
7200	100	\$	255,908.00	\$	-	\$	255,908.00
Superintendent &	200	\$	61,591.24	\$	-	\$	61,591.24
Deputy Supt.	300	\$	60,973.00	\$	-	\$	60,973.00
	500	\$	12,276.00	\$	-	\$	12,276.00
	600	\$	5,584.06	\$	-	\$	5,584.06
	700	\$	15,481.00	\$	-	\$	15,481.00
FUNCTOTAL		\$	411,813.30	\$	-	\$	411,813.30
7300	100	\$	2,854,601.00	\$	-	\$	2,854,601.00
School	200	\$	547,978.00	\$	-	\$	547,978.00
Administration	300	\$	9,164.00	\$	-	\$	9,164.00
Principals	500	\$	6,710.38	\$	-	\$	6,710.38
	600	\$	15,178.80	\$	-	\$	15,178.80
FUNCTOTAL		\$	3,433,632.18	\$	-	\$	3,433,632.18
7400	100	\$	60,803.33	\$	-	\$	60,803.33
Facilities Acq	200	\$	11,919.08	\$	-	\$	11,919.08
& Construction	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	72,722.41	\$	-	\$	72,722.41
7500	100	\$	321,422.05	\$	-	\$	321,422.05
Fiscal	200	\$	69,247.50	\$	-	\$	69,247.50
Services	300	\$	49,054.22	\$	-	\$	49,054.22
	400	\$	-	\$	-	\$	-
	500	\$	8,235.44	\$	-	\$	8,235.44
	600	\$	4,796.92	\$	-	\$	4,796.92
	700	\$	714.00	\$	-	\$	714.00
FUNCTOTAL		\$	453,470.13	\$	-	\$	453,470.13
7600	100	\$	7,791.13	\$	-	\$	7,791.13
Food Service	200	\$	638.89	\$	-	\$	638.89
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	8,430.02	\$	-	\$	8,430.02

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Twenty-Nine**

7700	100	\$	199,035.90	\$	-	\$	199,035.90
Central	200	\$	42,013.31	\$	-	\$	42,013.31
Services	300	\$	81,129.11	\$	-	\$	81,129.11
	500	\$	24,824.00	\$	-	\$	24,824.00
	600	\$	2,871.00	\$	-	\$	2,871.00
	700	\$	3,113.52	\$	-	\$	3,113.52
FUNCTOTAL		\$	352,986.84	\$	-	\$	352,986.84
7800	100	\$	1,868,244.74	\$	-	\$	1,868,244.74
Transportation	200	\$	668,799.16	\$	-	\$	668,799.16
	300	\$	127,931.00	\$	-	\$	127,931.00
	400	\$	726,000.00	\$	-	\$	726,000.00
	500	\$	219,107.26	\$	-	\$	219,107.26
	600	\$	-	\$	-	\$	-
	700	\$	3,373.30	\$	-	\$	3,373.30
FUNCTOTAL		\$	3,613,455.46	\$	-	\$	3,613,455.46
7900	100	\$	1,203,420.80	\$	-	\$	1,203,420.80
Operation of	200	\$	385,314.06	\$	-	\$	385,314.06
Plant	300	\$	1,763,081.81	\$	-	\$	1,763,081.81
	400	\$	1,972,887.97	\$	-	\$	1,972,887.97
	500	\$	147,912.00	\$	-	\$	147,912.00
	600	\$	47,509.20	\$	-	\$	47,509.20
	700	\$	3,121.00	\$	-	\$	3,121.00
FUNCTOTAL		\$	5,523,246.84	\$	-	\$	5,523,246.84
8100	100	\$	563,312.32	\$	-	\$	563,312.32
Maintenance	200	\$	145,536.66	\$	-	\$	145,536.66
of Plant	300	\$	553,572.86	\$	-	\$	553,572.86
	400	\$	-	\$	-	\$	-
	500	\$	185,995.33	\$	-	\$	185,995.33
	600	\$	68,196.28	\$	-	\$	68,196.28
	700	\$	2,297.00	\$	-	\$	2,297.00
FUNCTOTAL		\$	1,518,910.45	\$	-	\$	1,518,910.45
8200	100	\$	166,639.62	\$	-	\$	166,639.62
Admin.	200	\$	47,090.78	\$	-	\$	47,090.78
Technology	300	\$	158,871.05	\$	-	\$	158,871.05
	400	\$	-	\$	-	\$	-
Services	500	\$	14,610.34	\$	-	\$	14,610.34
	600	\$	11,967.64	\$	-	\$	11,967.64
	700	\$	21,328.86	\$	-	\$	21,328.86
FUNCTOTAL		\$	420,508.29	\$	-	\$	420,508.29

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Twenty-Nine**

9100	100	\$	253,456.28	\$	-	\$	253,456.28
Community	200	\$	48,300.00	\$	-	\$	48,300.00
Services	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	301,756.28	\$	-	\$	301,756.28
9700	900	\$	-	\$	-	\$	-
Transfer of				\$	-		
Funds				\$	-		
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	44,228,870.26	\$	-	\$	44,228,870.26

Gadsden County School Board
 110 (General) Fund Estimated Revenue
 Budget Amendment Number
 Twenty-Nine

110 FUND REVENUE OBJECT	ESTIMATED REVENUE 5/31/12	BUDGET AMENDMENT TWENTY-NINE	ENDING ESTIMATED REVENUE 5/31/12
191	\$ 141,000.00	\$ -	\$ 141,000.00
202	\$ 150,000.00	\$ -	\$ 150,000.00
280	\$ 333,313.79	\$ -	\$ 333,313.79
310	\$ 20,721,566.00	\$ -	\$ 20,721,566.00
315	\$ 823,355.00	\$ -	\$ 823,355.00
317	\$ 3,657.00	\$ -	\$ 3,657.00
318	\$ 352,171.79	\$ -	\$ 352,171.79
323	\$ 4,371.00	\$ -	\$ 4,371.00
341	\$ 223,250.00	\$ -	\$ 223,250.00
343	\$ 25,000.00	\$ -	\$ 25,000.00
355	\$ 6,123,654.00	\$ -	\$ 6,123,654.00
361	\$ 447,649.00	\$ -	\$ 447,649.00
363	\$ -	\$ -	\$ -
371	\$ 800,000.00	\$ -	\$ 800,000.00
390	\$ 1,156.98	\$ -	\$ 1,156.98
399	\$ -	\$ -	\$ -
411	\$ 9,276,960.00	\$ -	\$ 9,276,960.00
425	\$ 1,000.00	\$ -	\$ 1,000.00
430	\$ 10,000.00	\$ -	\$ 10,000.00
440	\$ 7,805.49	\$ -	\$ 7,805.49
462	\$ 35,000.00	\$ -	\$ 35,000.00
467	\$ 5,000.00	\$ -	\$ 5,000.00
473	\$ -	\$ -	\$ -
490	\$ 950,000.00	\$ -	\$ 950,000.00
491	\$ -	\$ -	\$ -
494	\$ -	\$ -	\$ -
495	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 40,435,910.05	\$ -	\$ 40,435,910.05

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4a

DATE OF SCHOOL BOARD MEETING: June 7, 2012

TITLE OF AGENDA ITEMS: Dental Insurance for 2012-2013

DIVISION: Insurance Committee and Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Article XI in both the Collection Bargaining Agreements with the Gadsden County Classroom Teachers Association and the Gadsden Educational Staff Professional Association provides that an Insurance Committee shall "investigate insurance alternatives and make recommendations to the Board...."

With the guidance of the Insurance Committee, the District issued a Request for Proposals (RFP) for dental insurance for the 2012-2013 year. Nine insurance companies submitted proposals. The vendors from the five most competitive proposals were offered the opportunity to submit a best and final offer. After careful deliberations, the Insurance Committee recommends Florida Combined Life as indicated on the attached spreadsheet.

Unique qualifications of Florida Combined Life include but are not limited to the following:

- Maintaining premiums at the same level as currently paying
- Local agent with staff and physical address in Gadsden County
- 10% reduction in group life insurance for one year (approximately \$13,000 savings)

FUND SOURCE: All Funds with Payroll

AMOUNT: See the attached rate sheet

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

BEST AND FINAL BIDS FOR DENTAL RFP 2012-2013

VENDOR	# of Participants	CURRENT	RECOMMENDATION					
		FCL	ASSURANT	FCL #1	DELTA #1	FCL #2	DELTA #2	AETNA
AGENT		Pat Thomas	Capital Ins.	Pat Thomas	Pat Thomas	Pat Thomas	Pat Thomas	Pat Thomas
AGENT LOCATION		Quincy	Tallahassee	Quincy	Quincy	Quincy	Quincy	Quincy
COMMISSION			0.10	0.05	0.05	0.05	0.05	0.05
RATE GUARANTEE		two year	one year	one year	one year	two year	two year	two year
AM BEST RATING		A	A-	A	A-	A	A-	A

LOW OPTION RATES

EMPLOYEE		17.69	17.45	17.69	18.12	18.57	18.57	18.53
EMP + SP.		44.08	43.48	44.08	45.16	46.28	46.28	46.18
EMP + CH		43.55	42.96	43.55	44.61	45.73	45.73	45.62
EMP + FAM		75.94	74.92	75.94	77.79	79.74	79.74	79.55

HIGH OPTION RATES

EMPLOYEE		25.44	25.10	25.44	26.06	26.71	26.71	30.23
EMP + SP.		53.33	52.61	53.33	54.63	56.00	56.00	63.38
EMP + CH		52.78	52.07	52.78	54.07	55.42	55.42	62.73
EMP + FAM		86.64	85.47	86.64	88.75	90.97	90.97	102.97

LOW OPTION MONTHLY
TOTAL MONTHLY PREMIUMS (COMBINED EMPLOYEE & EMPLOYER PORTION)

EMPLOYEE	423	7,482.87	7,381.35	7,482.87	7,664.76	7,855.11	7,855.11	7,838.19
EMP + SP.	28	1,234.24	1,217.44	1,234.24	1,264.48	1,295.84	1,295.84	1,293.04
EMP + CH	54	2,351.70	2,319.84	2,351.70	2,408.94	2,469.42	2,469.42	2,463.48
EMP + FAM	24	1,822.56	1,798.08	1,822.56	1,866.96	1,913.76	1,913.76	1,909.20

HIGH OPTION MONTHLY

EMPLOYEE	219	5,571.36	5,496.90	5,571.36	5,707.14	5,849.49	5,849.49	6,620.37
EMP + SP.	46	2,453.18	2,420.06	2,453.18	2,512.98	2,576.00	2,576.00	2,915.48
EMP + CH	66	3,483.48	3,436.62	3,483.48	3,568.62	3,657.72	3,657.72	4,140.18
EMP + FAM	35	3,032.40	2,991.45	3,032.40	3,106.25	3,183.95	3,183.95	3,603.95
SUBTOTAL	895	27,431.79	27,061.74	27,431.79	28,100.13	28,801.29	28,801.29	30,783.89

RETIREE MONTHLY

Retiree	302	5,342.38	5,269.90	5,342.38	5,472.24	5,608.14	5,608.14	5,596.06
Retiree & Sp.	33	1,454.64	1,434.84	1,454.64	1,490.28	1,527.24	1,527.24	1,523.94
Retiree Ch.	3	130.65	128.88	130.65	133.83	137.19	137.19	136.86
Retiree & Fam.	3	227.82	224.76	227.82	233.37	239.22	239.22	238.65

GRAND TOTAL	1,236	34,587.28	34,120.12	34,587.28	35,429.85	36,313.08	36,313.08	38,279.40
Other Concessions				10% reduction life rates for 1 yr Approx. \$13,000.00		10% reduction life rates for 1 yr Approx. \$13,000.00		One month "premium holiday" equal to approx. \$40,000
ANNUAL		415,047.36	409,441.44	415,047.36	425,158.20	435,756.96	435,756.96	459,352.00

* Retiree rate will be the same as the Low Option coverage.

Submitter

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4b

DATE OF SCHOOL BOARD MEETING: June 7, 2012

TITLE OF AGENDA ITEM: Memorandum of Agreement between Gadsden County Schools and Gadsden County Health Department

DIVISION: K-12 Education

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The attached is the Memorandum of Agreement between Gadsden County Schools and the Gadsden County Health Department. The Gadsden County School District agrees to collaborate with the Gadsden County Health Department to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive, contributing lives.

FUND SOURCE:

AMOUNT: \$100,100

PREPARED BY: Sylvia R. Jackson, Ed.D.

POSITION: K-12 Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

2012 MAY 31 AM 9:46
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

MEMORANDUM OF AGREEMENT

Between

Gadsden County Schools

And

Gadsden County Health Department

MOA# - 005 (2012 – 2013)

Background

Gadsden County Schools envision communities where children and youth lead positive, secure, and happy young lives while developing the skills, knowledge, and competencies necessary for fulfilling, contributing adult lives. The Gadsden County School District is committed to a future where all children and youth live in families and communities that promote their positive development. The Gadsden County Schools (GCS) agree to collaborate with the Gadsden County Health Department (GCHD) to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive, contributing lives.

Each Party Agrees to:

1. Promote a coordinated effort between GCS and GCHD staff to achieve maximum health and academic success of students and staff.
2. Comply with relevant state and federal laws, rules and regulations governing handling, storage and access to Department of Education (DOE) student records and Department of Health (DOH) medical records. GCS shall have access to all DOH records that are directly pertinent to this agreement; with the exception of confidential student records that are protected by HIPAA (Health Insurance Portability and Accountability Act). GCHD shall retain all required financial records for five (5) years after the district makes the final payment and all other pending matters are closed.
3. Develop cooperative procedures for administering health care, data collection, record keeping, and immunization compliance.
4. Jointly plan and provide training opportunities for health and school district personnel.

Gadsden County Schools agrees to:

1. Pay \$100,100 annually to ensure that 11 of the district's School Clinics will have health care professionals assigned. This amount shall be paid in four quarterly installments of \$25,025. Please note that all invoices/notices sent to the GCS will require a minimum of seven (7) days and a maximum of fifteen (15) days to process once the invoice is received from GCHD.
2. Provide GCHD staff access to the district phone messaging service to relay Back-to-School information for students and their families concerning immunizations and school physical requirements and any health advisories that become necessary to protect the students and faculty. Provide phone support to school clinic staff within onsite school clinics.

3. Provide daily janitorial and as needed maintenance services to each school clinic facility.
4. Provide and maintain building infrastructure wiring, data and phone cabling, and electrical connections for school clinics.
5. Execute electronic data uploads of student data from the district's TERMS system on no less than a weekly basis to the GCHD's electronic health charting and Medicaid billing system (Health Office) to DOH by VPN or Secure FTP.
6. Provide data transport, troubleshooting, network and port addressing to each school clinic sufficient to support establishment and connectivity for an on-site, firewall-created internal isolated zone. Secure tunnelling will be used to establish connectivity for the isolated zone to DOH's network over county circuits.
7. Maintain general liability insurance covering all onsite electronic equipment under circumstances of occupational injury, employee disloyalty, and general liability. A review and determination of fault is required before assumption of any liability and a certificate of insurance must be provided upon request. Where determination of fault is with GCHD, DOH is self insured to the limit required by Florida Law, and a certificate of insurance shall be provided upon request.
8. Appoint a School Health Coordinator from the GCS to serve as a liaison with the GCHD. The Coordinator's duties should include but not be limited to coordination of service delivery, resolving billing issues, facilitating timely communication, and MOA monitoring.

Gadsden County Health Department agrees to:

1. Provide Comprehensive Health Care to the schools listed below: [*“These services include basic health services and student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention, and services to reduce teen pregnancy and promote return to school after giving birth. Comprehensive school health services provide more in-depth health management through the increased use of registered nurses (RN) for assessments, interventions, case management, and improving access to health care through referrals to insurance programs and family physicians”*]
- Chattahoochee Elementary
 - George W. Monroe Elementary
 - Greensboro Elementary
 - Gretna Elementary
 - Havana Elementary
 - Havana Middle School
 - Shanks Middle School
 - Stewart Street Elementary
 - St. John Elementary
 - West Gadsden School Clinic
2. Provide Full Service Health Care to students at East Gadsden School Clinic [*“Full Service Schools provide the infrastructure that is necessary to coordinate and deliver services donated by community partners and participating agencies. This program focuses on underserved students in poor, high risk communities needing access to medical and social services, as identified through demographics. Full Service Schools provide all basic school health services, in addition to the coordination of medical and specialized social services, such as: nutritional services, economic and job placement services, parenting classes, counseling for abused children, mental health and substance abuse counseling, and adult education for parents.”*]

3. Provide immunization services and Cumulative Record Review to all of the district's schools.
4. School Health employees shall work from 7:30 a.m. to 4:00 p.m. on school days, with the exception of occasional mandatory training days.
5. Provide hearing, vision, scoliosis, and BMI (body mass index) screenings as appropriate to 1st, 3rd, 6th, and 9th grade students only. Any other student screening will be on an as-needed basis.
6. Provide Bloodborne Pathogen and Medication In-services for professional development.
7. Supply, provide, refresh, and maintain the following IT resources and services:
 - a) All software, hardware, licensing, and technology peripherals connected to DOH's internal zone which are used in the onsite school clinics and power and patch cables needed to connect to building infrastructure and power.
 - b) All network switches and firewalls supporting DOH's internal zone.
 - c) Current and up-to-date antivirus and intrusion detection software required to protect assets within the internal zone from exploits.
 - d) All troubleshooting, patching, maintenance, configuration, and desktop support (includes user access management) of internal zone equipment, including firewall and all connected hosts.
8. Equipment within the clinics will be used solely by GCHD personnel in compliance with DOH's Information and Security Policy. Only DOH-provided equipment will be connected to DOH's internal zone, and personal use devices will be prohibited for use on the internal network. DOH equipment will remain physically accessible at all times to GCS IT personnel for inventory and security review.
9. Provide and maintain connectivity to a Virtual Private Network interface or Secure FTP site for GCS to the HealthOffice system for weekly data upload, incorporating all reasonable associated costs.
10. The Health Office server will be hosted at GHCD's Quincy location. Server hardware and software licensing for Health Office will be the responsibility of GCHD and access provided and maintained securely over the DOH network.
11. Assist Gadsden County Schools in identifying health issues and statistics that may be used to support grants for health initiatives.
12. Organize and facilitate at least one Health Fair at each of the 11 identified schools per year.
13. Provide the Gadsden County School's Financial Office with quarterly invoices or written notice of agreed upon monetary funds with due date enclosed. This invoice/notice shall include documentation describing the services rendered. The invoice shall itemize the services in detail indicating the Gadsden County Health Department's expenditures that tie to the payments by the Gadsden County Schools. Attached documentation shall substantiate the Health Department's expenditures. The Gadsden County Health Department will invoice the Gadsden County School District on/or approximately:
 - September 30, 2012
 - December 30, 2012

- March 30, 2013
- June 30, 2013

Gadsden County Schools and the Gadsden County Health Department mutually agree that:

The parties hereto contemplate this contract to run for the duration of 7/1/2012 thru 6/30/2013. This Memorandum of Agreement shall be reviewed annually, to determine its continuation and/or need for modification as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

In WITNESS WHEREOF, the School Board of Gadsden County, Florida and the Gadsden County Health Department and have executed the AGREEMENT.

Chairman of
The School Board of Gadsden County, Florida

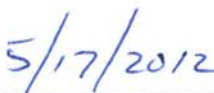
Date

ATTEST BY Reginald James
Superintendent of Schools

Date



Michael Sentman
Acting Administrator, Gadsden County Health Department



Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: June 7, 2012

TITLE OF AGENDA ITEM: Approval of School Board Policy 2.25 (Job Descriptions).

DIVISION: Administration

This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

Approval of Gadsden County School Board Policy 2.25 (Job Descriptions) is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith 

POSITION: Assistant Superintendent for Academic Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: 

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: June 7, 2012

Suggested script for amending Gadsden County School Board Policy 2.25 (Job Descriptions).

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Policy 2.25 (Job Descriptions). Based upon professional judgment and past experience, modifications of this policy will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on June 7, 2012, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on policy 2.25. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed policy previously described by you. I recommend that the Board amend School Board Policy Numbered 2.25.

() CHAIRPERSON If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.

(QUESTIONS, COMMENTS, ETC., IF ANY.)

() A MEMBER Mr./Madam Chairperson, I move to amend Policy 2.25.

() A MEMBER I second the motion.

() CHAIRPERSON There is a motion and a second to amend policy 2.25. Is there any further discussion? All in favor of the motion please say aye- All opposed... The policy has been amended and it is so ordered. The next item on the agenda is Item Number ____.

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BILINGUAL STAFF ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post-secondary business / secretarial skills training or equivalent work experience.
(2) Seven (7) years successful secretarial / clerical experience.
(3) Type 60 WPM.
(4) Computer proficiency, specifically e-mail, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
(5) Fluent in English and Spanish, both written and verbal.

KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills. Good interpersonal skills. Broad basic math background. Excellent organizational skills. High tolerance for stress. Confidentiality. Knowledge of software. Ability to interact positively with others.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL
To provide clerical assistance to the staff of the Education Transformation Office.

SUPERVISES:

N/A

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

STAFF ASSISTANT (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies, and data entry as needed.
- * (2) Oversee the confidential fax machine.
- * (3) Clock in all leave forms and verify complete data.
- * (4) Take notes at meetings conducted by the Director of Education Transformation Operations, transcribe and distribute.
- * (5) Complete purchase orders generated by School Improvement Grant (SIG) schools.
- * (6) Complete monthly payroll and expense vouchers for School Improvement Grant (SIG) schools and Education Transformation Office employees.
- * (7) Compose monthly budget reports for expenditures related to all School Improvement Grant (SIG) schools.
- * (8) Maintain meeting schedules for all Education Transformation Office employees.
- * (9) Complete travel arrangements for all Education Transformation Office employees.
- * (10) Provide translation services, both written and verbal, for all Education Transformation Office communication.

Employee Qualities / Responsibilities

- * (11) Maintain confidentiality of student and personnel information as well as District information.
- * (12) Report to work punctually and regularly.
- * (13) Exhibit positive attitude toward work and others.
- * (14) Maintain sensitivity to internal political changes.

System Support

- *(15) Attend all regular School Board meetings for school improvement actions and other areas as needed.
- *(16) Prepare payroll for the extended day at all School Improvement Grant (SIG) schools.
- *(17) Transmit report letters to Department of Education (DOE) after each Instructional Audit.
- *(18) Maintain the Education Transformation Office's social media sites.
- (19) Perform other duties as assigned.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF SCHOOL TRANSFORMATION OPERATIONS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida certification in administration / supervision, administration, school principal, professional school principal, or educational leadership.
- (3) Minimum of five (5) years successful work experience, with at least two (2) years as an administrator; or, at least two (2) years of successful experience in personnel management; or, at least two (2) years of successful experience with an emphasis on student achievement and demonstrated success implementing alternative learning models in K-12 educational settings.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes and State Board of Education rules as they pertain to assigned areas. Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic.

REPORTS TO:

Deputy Superintendent or Assistant Superintendent for Academic Services

JOB GOAL

To direct implementation of Turnaround Model and Transformation Model for school improvement in targeted, low-performing schools required by state and federal regulations and provide technical expertise and support services that are needed.

SUPERVISES:

Elementary Reading Program Specialist
 Secondary Reading Program Specialist
 Mathematics Program Specialist
 Science Program Specialist
 RtI/Data Analyst
 Career and Technical Education Coordinator
 School Improvement Grant schools
 Assigned Support Personnel

DIRECTOR OF SCHOOL TRANSFORMATION OPERATIONS (Continued)**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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Direct the authorization, review, and coordination of all District research projects and activities.
- * (2) Prepare studies and reports according to District and School Board priorities.
- * (3) Recommend research policies and procedures.
- * (4) Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
- * (5) Direct, manage, and coordinate all program, special project, grant and contract evaluation activities.
- * (6) Assist with the development, monitoring, and evaluation of School Improvement Plans.
- * (7) Facilitate the operation of monthly instructional audits to provide regular assistance to schools.
- * (8) Assist with development of job descriptions and evaluation systems.
- * (9) Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.
- * (10) Develop and provide services and support in the Transformation Model and Turnaround Model as required by state and federal regulations for school improvement as the Turnaround Leader prescribed in state guidance.
- * (11) Apply knowledge and understanding of federal No Child Left Behind accountability and Florida accountability requirements to district and school actions.
- * (12) Assist targeted low-performing schools in their program planning, implementation, and audit requirements for the school improvement Turnaround Model or Transformation Model.
- * (13) Demonstrate the ability to plan and implement effective staff development for district staff, school staff, parents, and the community.
- * (14) Plan and direct a system of feedback and assessment through the School Improvement Plan Monitoring Tool to determine school needs and school improvement progress toward increased student achievement.
- * (15) Assist principals in monitoring and evaluating effectiveness of programs as well as identifying and acquiring appropriate program resources to ensure that curricula are student-focused and aligned with schools' missions, core values, academic standards, and strategic goals.
- * (16) Collaborate with hiring of staff when appropriate.
- * (17) Assist principals in planning and training for data-driven instruction.

Interagency Communication and Delivery

- * (18) Act as a liaison with District, federal, state, university, and community resources to support ongoing student information, research, and evaluation activities related to school improvement and accountability.

DIRECTOR OF SCHOOL TRANSFORMATION OPERATIONS (Continued)

- *(19) Serve as state and federal contact for School Improvement Grant related activities.
- *(20) Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
- *(21) Work cooperatively with other administrators on problems of mutual concern.
- *(22) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- *(23) Communicate pending and adopted rules and actions by the Florida State Board of Education to all district- and school-level administrators.
- *(24) Provide weekly updates related to School Improvement Grant schools to the Regional Executive Director of Differentiated Accountability.

Professional Growth and Improvement

- *(25) Keep abreast of current trends and research in areas of responsibility.
- *(26) Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.
- *(27) Attend Florida State Board of Education meetings on a monthly basis.

Systemic Functions

- *(28) Provide assistance to the District and School Board in the development, adoption, implementation and updating of Gadsden County School Board Rules related to school improvement and accountability.
- *(29) Direct and carry out cost center operations, including personnel supervision and appraisal, budgeting, preparing reports and maintaining files.
- *(30) Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to school improvement and accountability.
- *(31) Serve on special task forces and advisory groups.
- *(32) Assist in the development of school improvement grant budgets in the Title I funding acquired through legislative action to achieve district priorities through strategic planning and to produce a return on investment to move student achievement as a result of effective and accountable budget planning and expenditures.
- (33) Perform other duties as assigned.

Leadership and Strategic Orientation

- *(34) Provide proactive leadership for departmental functions and activities.
- *(35) Provide instructional leadership to coordinate, collaborate, and assist district efforts in implementation of Differentiated Accountability interventions and the Gadsden County Public Schools Strategic Plan.
- *(36) Serve on the Superintendent's Executive Leadership Team.
- *(37) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(38) Identify potential problems and issues and take appropriate action to address them.
- *(39) Facilitate problem-solving by individuals and groups.
- *(40) Develop leadership in subordinates.
- *(41) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.
- *(42) Model high standards of professional conduct.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ELEMENTARY READING PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida certification in Elementary Education (K-6), Reading (K-12) or Reading Endorsement (K-12).
- (3) Minimum of five (5) years successful teaching experience, with at least two (2) years of documented success as an instructional coach.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic. Extensive knowledge of the five components of reading and how they contribute to literacy development.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL

To provide additional support for the administration of the School Improvement Grant, specifically to coordinate external providers; collect and report data required by the site, district, state, and United States Department of Education; assist administrators and instructional coaches with management of resources and human capital provided by the School Improvement Grant; monitor the school's progress toward meeting School Improvement Grant goals; ensure the school site fully implements all required components of the School Improvement Grant application and the Turnaround Model or Transformation Model.

SUPERVISES:

Instructional Coaches at designated School Improvement Grant schools
Assigned Support Personnel

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.

ELEMENTARY READING PROGRAM SPECIALIST (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide site-based training in conducting and participating in professional learning communities.
- * (2) Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.
- * (3) Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
- * (4) Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.
- * (5) Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.
- * (6) Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.
- * (7) Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.
- * (8) Facilitate the integration of reading skills/strategies and technology into reading, language arts, social studies, science, mathematics, and elective-level courses.
- * (9) Serve as a member of school literacy leadership teams.
- * (10) Provide community and parent training in embedding literacy instruction in the home.
- * (11) Develop a written plan for each School Improvement Grant school.
- * (12) Develop a professional development program linked to reading for each School Improvement Grant school.
- * (13) Provide continual support to classroom teachers and principals according to each school's written intervention plan.
- * (14) Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.

Employee Qualities/Responsibilities

- * (15) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (16) Identify potential problems and issues and take appropriate action to address them.
- * (17) Facilitate problem-solving by individuals and groups.
- * (18) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- * (19) Model high standards of professional conduct.

System Support

- * (20) Serve on special task forces and advisory groups.
- * (21) Support instructional initiatives required to support improved academic achievement.
- * (22) Participate in cooperative long-range planning with School Improvement Planning teams.
- * (23) Serve as a liaison between the principal and the Turnaround Office.
- * (24) Facilitate the collaboration between teachers, teams, and parents.

ELEMENTARY READING PROGRAM SPECIALIST (Continued)

- *(25) Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

Worksite Service Standards

- *(26) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.

Assessment and Other Services

- *(27) Develop leadership in subordinates.
- *(28) Assist in the administration and interpretation of reading progress monitoring and diagnostics and keep accurate records of the scores.
- *(29) Assist in formal and informal assessments and interpretation of the results.
- *(30) Assist in the review of student reading portfolios.
- *(31) Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
- *(32) Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
- *(33) Perform other duties as assigned.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

MATHEMATICS PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida certification in Elementary Education (K-6), Mathematics (5-9) or Mathematics (6-12).
- (3) Minimum of five (5) years successful teaching experience, with at least two (2) years of documented success as an instructional coach.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic. Extensive knowledge of the five components of reading and how they contribute to literacy development.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL

To provide additional support for the administration of the School Improvement Grant, specifically to coordinate external providers; collect and report data required by the site, district, state, and United States Department of Education; assist administrators and instructional coaches with management of resources and human capital provided by the School Improvement Grant; monitor the school's progress toward meeting School Improvement Grant goals; ensure the school site fully implements all required components of the School Improvement Grant application and the Turnaround Model or Transformation Model.

SUPERVISES:

Instructional Coaches at designated School Improvement Grant schools
Assigned Support Personnel

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.

MATHEMATICS PROGRAM SPECIALIST (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide site-based training in conducting and participating in professional learning communities.
- * (2) Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.
- * (3) Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
- * (4) Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.
- * (5) Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.
- * (6) Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.
- * (7) Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.
- * (8) Facilitate the integration of mathematics skills/strategies and technology into reading, language arts, social studies, science, mathematics, and elective-level courses.
- * (9) Serve as a member of school literacy leadership teams.
- * (10) Provide community and parent training in embedding mathematics instruction in the home.
- * (11) Develop a written plan for each School Improvement Grant school.
- * (12) Develop a professional development program linked to mathematics for each School Improvement Grant school.
- * (13) Provide continual support to classroom teachers and principals according to each school's written intervention plan.
- * (14) Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.

Employee Qualities/Responsibilities

- * (15) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (16) Identify potential problems and issues and take appropriate action to address them.
- * (17) Facilitate problem-solving by individuals and groups.
- * (18) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- * (19) Model high standards of professional conduct.

System Support

- * (20) Serve on special task forces and advisory groups.
- * (21) Support instructional initiatives required to support improved academic achievement.
- * (22) Participate in cooperative long-range planning with School Improvement Planning teams.
- * (23) Serve as a liaison between the principal and the Turnaround Office.
- * (24) Facilitate the collaboration between teachers, teams, and parents.

MATHEMATICS PROGRAM SPECIALIST (Continued)

- *(25) Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

Worksite Service Standards

- *(26) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.

Assessment and Other Services

- *(27) Develop leadership in subordinates.
- *(28) Assist in the administration and interpretation of mathematics progress monitoring and diagnostics and keep accurate records of the scores.
- *(29) Assist in formal and informal assessments and interpretation of the results.
- *(30) Assist in the review of student mathematics portfolios.
- *(31) Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
- *(32) Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
- *(33) Perform other duties as assigned.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

RESPONSE TO INTERVENTION/DATA ANALYST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida certification in any subject area.
- (3) Minimum of five (5) years successful teaching experience, with at least two (2) years of documented success as an instructional coach, or two (2) years successful experience as a Guidance Counselor, or two (2) years successful experience working with at-risk youth or dropout prevention operations.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic. Extensive knowledge of the five components of reading and how they contribute to literacy development.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL

To provide additional support for the administration of the School Improvement Grant, specifically to coordinate external providers; collect and report data required by the site, district, state, and United States Department of Education; assist administrators and instructional coaches with management of resources and human capital provided by the School Improvement Grant; monitor the school's progress toward meeting School Improvement Grant goals; ensure the school site fully implements all required components of the School Improvement Grant application and the Turnaround Model or Transformation Model.

SUPERVISES:

Instructional Coaches and Guidance Counselors at designated School Improvement Grant schools
Assigned Support Personnel

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.

RESPONSE TO INTERVENTION/DATA ANALYST (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Use data from environmental and instructional quality assessments to identify areas of strength and opportunity.
- * (2) Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.
- * (3) Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
- * (4) Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.
- * (5) Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.
- * (6) Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.
- * (7) Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.
- * (8) Work with instructional coaches and teachers to establish and support positive classroom climates using a Positive Behavior Support (PBS) model.
- * (9) Utilize the coaching model to provide instructional coaches and teachers an interactive, integrated, hands-on, inquiry-based instructional model at the school site.
- * (10) Provide community and parent training in embedding character education in the home.
- * (11) Develop a written plan for each School Improvement Grant school.
- * (12) Develop a professional development program linked to data use and Response to Intervention (RtI) for each School Improvement Grant school.
- * (13) Provide continual support to classroom teachers and principals according to each school's written intervention plan.
- * (14) Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.
- * (15) Use data to help teachers plan whole group and small group instruction.

Employee Qualities/Responsibilities

- * (16) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (17) Identify potential problems and issues and take appropriate action to address them.
- * (18) Facilitate problem-solving by individuals and groups.
- * (19) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- * (20) Model high standards of professional conduct.

System Support

- * (21) Serve on special task forces and advisory groups.
- * (22) Support instructional initiatives required to support improved academic achievement.

RESPONSE TO INTERVENTION/DATA ANALYST (Continued)

- *(23) Participate in cooperative long-range planning with School Improvement Planning teams.
- *(24) Serve as a liaison between the principal and the Turnaround Office.
- *(25) Facilitate the collaboration between teachers, teams, and parents.
- *(26) Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

Worksite Service Standards

- *(27) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.

Assessment and Other Services

- *(28) Develop leadership in subordinates.
- *(29) Assist in the administration and interpretation of science progress monitoring and diagnostics and keep accurate records of the scores.
- *(30) Assist in formal and informal assessments and interpretation of the results.
- *(31) Assist in the review of student science portfolios.
- *(32) Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
- *(33) Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
- *(34) Perform other duties as assigned.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SCIENCE PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida certification Elementary Education (K-6), in General Science (5-9), Earth/Space Science (6-12), Chemistry (6-12), Biology (6-12), or Physics (6-12)
- (3) Minimum of five (5) years successful teaching experience, with at least two (2) years of documented success as an instructional coach.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic. Extensive knowledge of the five components of reading and how they contribute to literacy development.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL

To provide additional support for the administration of the School Improvement Grant, specifically to coordinate external providers; collect and report data required by the site, district, state, and United States Department of Education; assist administrators and instructional coaches with management of resources and human capital provided by the School Improvement Grant; monitor the school's progress toward meeting School Improvement Grant goals; ensure the school site fully implements all required components of the School Improvement Grant application and the Turnaround Model or Transformation Model.

SUPERVISES:

Instructional Coaches at designated School Improvement Grant schools
Assigned Support Personnel

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.

SCIENCE PROGRAM SPECIALIST (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide site-based training in conducting and participating in professional learning communities.
- * (2) Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.
- * (3) Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
- * (4) Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.
- * (5) Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.
- * (6) Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.
- * (7) Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.
- * (8) Facilitate the integration of science skills/strategies and technology into reading, language arts, social studies, science, mathematics, and elective-level courses.
- * (9) Utilize the coaching model to provide instructional coaches and teachers an interactive, integrated, hands-on, inquiry-based instructional model at the school site.
- * (10) Provide community and parent training in embedding science instruction in the home.
- * (11) Develop a written plan for each School Improvement Grant school.
- * (12) Develop a professional development program linked to science for each School Improvement Grant school.
- * (13) Provide continual support to classroom teachers and principals according to each school's written intervention plan.
- * (14) Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.

Employee Qualities/Responsibilities

- * (15) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (16) Identify potential problems and issues and take appropriate action to address them.
- * (17) Facilitate problem-solving by individuals and groups.
- * (18) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- * (19) Model high standards of professional conduct.

System Support

- * (20) Serve on special task forces and advisory groups.
- * (21) Support instructional initiatives required to support improved academic achievement.
- * (22) Participate in cooperative long-range planning with School Improvement Planning teams.
- * (23) Serve as a liaison between the principal and the Turnaround Office.
- * (24) Facilitate the collaboration between teachers, teams, and parents.

SCIENCE PROGRAM SPECIALIST (Continued)

- *(25) Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

Worksite Service Standards

- *(26) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.

Assessment and Other Services

- *(27) Develop leadership in subordinates.
- *(28) Assist in the administration and interpretation of science progress monitoring and diagnostics and keep accurate records of the scores.
- *(29) Assist in formal and informal assessments and interpretation of the results.
- *(30) Assist in the review of student science portfolios.
- *(31) Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
- *(32) Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
- *(33) Perform other duties as assigned.

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SECONDARY READING PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida certification in Reading (K-12) or Reading Endorsement (K-12).
- (3) Minimum of five (5) years successful teaching experience, with at least two (2) years of documented success as an instructional coach.
- (4) Extensive knowledge and experience with Florida's Differentiated Accountability requirements, strategies, and support structure.
- (5) Robust experience utilizing data to facilitate instructional change in a systemic setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing with educators and the public. Outstanding organizational skills and high attention to detail. Ability to manage multiple challenging priorities. Proactive problem solver who demonstrates initiative. Commitment and belief that all students can learn and to the mission of educational equity. Strong working knowledge of the national K-12 landscape, specifically with respect to measuring school effectiveness and how to deploy the various models used to achieve academic excellence. Strong critical thinking skills and the ability to select, develop and/or implement useful resources to drive improved educational outcomes. Exceptional interpersonal skills with demonstrated success in navigating complex environments while building and maintaining relationships, particularly in a time of growth and change. Professional maturity with the ability to manage multiple competing priorities, while consistently demonstrating sound judgment and disciplined thinking. Ability to be visionary and strategic. Extensive knowledge of the five components of reading and how they contribute to literacy development.

REPORTS TO:

Director of Education Transformation Operations

JOB GOAL

To provide additional support for the administration of the School Improvement Grant, specifically to coordinate external providers; collect and report data required by the site, district, state, and United States Department of Education; assist administrators and instructional coaches with management of resources and human capital provided by the School Improvement Grant; monitor the school's progress toward meeting School Improvement Grant goals; ensure the school site fully implements all required components of the School Improvement Grant application and the Turnaround Model or Transformation Model.

SUPERVISES:

Instructional Coaches at designated School Improvement Grant schools
Assigned Support Personnel

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.

SECONDARY READING PROGRAM SPECIALIST (Continued)**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide site-based training in conducting and participating in professional learning communities.
- * (2) Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.
- * (3) Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
- * (4) Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.
- * (5) Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.
- * (6) Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.
- * (7) Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.
- * (8) Facilitate the integration of reading skills/strategies and technology into reading, language arts, social studies, science, mathematics, and elective-level courses.
- * (9) Serve as a member of school literacy leadership teams.
- * (10) Provide community and parent training in embedding literacy instruction in the home.
- * (11) Develop a written plan for each School Improvement Grant school.
- * (12) Develop a professional development program linked to reading for each School Improvement Grant school, including implementation of Next Generation Content Area Reading-Professional Development (NGCAR-PD) across all subject areas.
- * (13) Provide continual support to classroom teachers and principals according to each school's written intervention plan.
- * (14) Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.

Employee Qualities/Responsibilities

- * (15) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (16) Identify potential problems and issues and take appropriate action to address them.
- * (17) Facilitate problem-solving by individuals and groups.
- * (18) Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
- * (19) Model high standards of professional conduct.

System Support

- * (20) Serve on special task forces and advisory groups.
- * (21) Support instructional initiatives required to support improved academic achievement.
- * (22) Participate in cooperative long-range planning with School Improvement Planning teams.
- * (23) Serve as a liaison between the principal and the Turnaround Office.

SECONDARY READING PROGRAM SPECIALIST (Continued)

- *(24) Facilitate the collaboration between teachers, teams, and parents.
- *(25) Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

Worksite Service Standards

- *(26) Support principals to ensure high-quality implementation of each school's educational design, including standards, assessments, instructional guidelines, and school culture.

Assessment and Other Services

- *(27) Develop leadership in subordinates.
- *(28) Assist in the administration and interpretation of reading progress monitoring and diagnostics and keep accurate records of the scores.
- *(29) Assist in formal and informal assessments and interpretation of the results.
- *(30) Assist in the review of student reading portfolios.
- *(31) Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
- *(32) Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
- *(33) Perform other duties as assigned.

*Essential Performance Responsibilities