

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

**MANAGER OF SEDNET
Multi-Agency Network for Students with Emotional and/or Behavioral Disabilities**

Required Qualifications:

- Master's degree in School Social Work, School Psychology, Guidance, Exceptional Student Education (ESE) or a related field
- Hold or eligible to hold Florida Educator's Certificate in at least one area of student services or an area of exceptional student education
- Minimum of three (3) years experience in education, mental health treatment, and/or residential services for emotionally/behaviorally disabled students

Desired Qualifications:

- Knowledge of the federal, state and local procedures and requirements for providing programs for exceptional children
- Ability to communicate effectively verbally and in writing
- Certification in Educational Leadership
- Familiarity with interagency collaboration and case management procedures and skills
- Knowledge of grant-writing skills
- Knowledge of state fiscal management systems
- Ability to facilitate interagency collaboration through effective use of verbal and written communication skills

Performance Responsibilities:

- Develop goals, objectives, activities and expected outcomes for the Individuals with Disabilities Education Act (IDEA) Grant, Part B and Special Projects Grant (SEDNET Grant)
- Develop and manage fiscal resources provided to Hernando County Schools through IDEA, Part B and Special Projects Grant (SEDNET Grant)
- Coordinate the implementation and evaluation of goals, objectives and activities identified in the IDEA, Part B and Special Projects Grant (SEDNET Grant)
- Complete activities required by the Florida Department of Education (FLDOE) for monitoring, tracking and evaluation purposes
- Coordinate parent resources for special needs students (primarily Emotional and Behavior Disabled (EBD) or students at risk of EBD)
- Coordinate and track statistical data for all Region 13 Consumer, Advocate, Resiliency, Empowerment (C.A.R.E.) Network and summarize data findings in SEDNET Quarterly Reports
- Assist in the supervision of secretarial staff as needed
- Plan and facilitate SEDNET training activities
- Attend SEDNET in-service trainings and Project work days sponsored by the FLDOE
- Keep abreast of latest national, state, and local regulations and developments in Exceptional Student Education and children's mental health

- Develop and implement strategies to increase services and fiscal resources for Emotional and Behavior Disabled (EBD) students (cost-sharing agreements, mini-grants, etc.)
- Provide resource and referral services to all parents, school personnel, agencies, and community representatives in Region 13 regarding services for students with or at-risk of EBD
- Assist the Department of Children and Families/Substance Abuse and Mental Health Services Administration (SAMHSA) program in identifying gaps in service and developing strategies to reduce the gaps
- Increase funding to be used for services targeting students with or at-risk of EBD through grant-writing when possible
- Assist in identifying diagnostic and clinical services for students with or at-risk of EBD when needed
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

12-month employment; non-tenured position/grant supported

Salary

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

91010

Board Approved: 12/13/05

Revised: 01/20/09, 03/03/09, 01/11/11, 05/17/11, 06/10/14, 06/25/19, 01/30/23, 05/30/23