



## Weekly Memo

### Action Items

#### Notice of Rule Development

The following rule will have a rule development workshop on **February 15, 2022**, at 10 a.m. Participants may join via <https://zoom.us/meeting/register/tJAkdO2prjkiGdHXmhHVnqajAylLwLfJ-x92>. To view the draft and submit comments, go to <https://web02.fldoe.org/rules/>.

- Rule [6A-1.09401](#), Florida Administrative Code, Student Performance Standards

#### The Resource Materials and Technology Center for the Deaf/Hard of Hearing (RMTC-D/HH)

The RMTC-D/HH is excited to offer “See the Sound Visual Phonics” in two different virtual formats to meet the diverse needs of stakeholders. In these trainings, participants will learn how to represent the sounds of English visually via hand movements and symbols. This training will provide methods for implementing the use of Visual Phonics in the classroom. Progress monitoring tools for tracking phonemic awareness, phonics and decoding will also be provided. Visual Phonics is not an additional curriculum but is a strategy that can be integrated into existing phonics-based curricula or interventions. You choose the format that works best for you.

- Option 1. This asynchronous online training with Krista Phelps will be offered with a rolling start date between **February 1 and April 4, 2022**. Participants must complete the six-week training by **May 13, 2022**, or earlier. Participants must also enter progress monitoring data for at least two students in the Florida Diagnostic & Learning Resources System’s (FDLRS) Impact Database in order to receive a certificate of completion. To register, go to <http://events.r20.constantcontact.com/register/event?oeidk=a07eiz28u6j5b0ff310&llr=nozl6l6fab>.
- Option 2. This two-day real-time online training with Sherry Conrad will be on **April 26, 2022**, from 11 a.m. to 2 p.m. EST, and **April 27, 2022**, from 8:30 a.m. to 3:30 p.m. EST. Participants must attend both days. Participants must also enter progress monitoring data for at least two students in the FDLRS Impact Database in order to receive a certificate of completion. To register, go to <http://events.r20.constantcontact.com/register/event?oeidk=a07eizejzz9b61bd74&llr=nozl6l6fab>.

To learn more about all these professional development opportunities, go to <https://www.rmtcdhh.org/training/statewide-regional>. For questions, contact Carmelina Hollingsworth at [c.hollingsworth@rmtcdhh.org](mailto:c.hollingsworth@rmtcdhh.org) or 800-356-6731.

### **Position Available in the FDLRS Action Associate Center**

FDLRS Action Associate Center, a discretionary project of the Bureau of Exceptional Student Education, is seeking an administrative secretary. The application deadline is **February 9, 2022**. To view the full job description and to apply, go to <https://classified-ocps.icims.com/jobs/90434/administrative-secretary---50314826/job>. To view the position announcement, see the attached document. To view all open positions at the Orange County Public Schools (OCPS), go to the OCPS website at [https://www.ocps.net/departments/human\\_resources/careers](https://www.ocps.net/departments/human_resources/careers). For questions, contact Sandy Chambers-Collins at [sandra.chambers-collins@fdlrsaction](mailto:sandra.chambers-collins@fdlrsaction) or [sandra.chambers-collins@ocps.net](mailto:sandra.chambers-collins@ocps.net).

- Filename: Administrative Secretary Vacancy Announcement at FDLRS-FIN 2021-22

### **2022 Florida Standards Alternate Assessment (FSAA) Assurance Process (due March 31, 2022) and Updates Regarding K-12 Access Points Standards and Access Course Availability**

The Florida Department of Education (FDOE) has issued the following memorandum regarding the 2022 FSAA assurance process and updates regarding K-12 access points standards and access course availability. The FSAA assurances for 2022 must be uploaded to Sharefile by **March 31, 2022**, per the instructions in the memo. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9447/dps-2022-007.pdf> (Memo) and <https://info.fldoe.org/docushare/dsweb/Get/Document-9448/dps-2022-007a.pdf> (Attachment A).

### **Virtual Meeting of District Contacts for Deaf/Hard of Hearing, Visually Impaired and/or Dual-Sensory Impaired—Save the Dates**

The virtual meeting of district contacts for deaf/hard of hearing, visually impaired and/or dual-sensory impaired will be on **April 7 and 8, 2022**. Mark your calendar now to join us for discussions specific to students with sensory impairments with individuals from BESE, Florida Instructional Materials Center for the Visually Impaired and RMTC-D/HH. On April 7, 2022, from 1 to 3:30 p.m. EST, we will discuss strategies for maximizing instructional time of itinerant teachers. Then, on April 8, 2022, from 9 a.m. to noon EST, the discussions will focus on procedures for determining eligibility (initial and reevaluation) for students with sensory impairments (including deaf-blind) and suggestions for filling staff vacancies. Please watch your email for registration information.

### **Save the Date—The 24th Annual Family Café**

The 24th Annual Family Café will be held in Orlando on **May 27-29, 2022**. The Annual Family Café brings together thousands of people with disabilities and their family members for three days of education, training and networking. With a great range of individual breakout sessions, a packed exhibit hall with dozens of vendors, and a series of special events, including Keynote speakers and The Governors' Summit on Disabilities. The Annual Family Café offers families exposure to a range of public and private resources on a grand scale, opportunities to find support by networking with other families, and unprecedented access to policy-making officials. The Annual Family Café maintains the tradition of no-cost registration for people with disabilities and their families. Online registration for the 24th Annual Family Café will be open on **February 14, 2022**. For more information on this event, including registration, go to <https://familycafe.net/annual-family-cafe/>.

### **Approved Courses for School District Online Course Providers**

The FDOE has issued the following memorandum regarding approved courses for school district online course providers. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9445/dps-2022-14.pdf>.

### **Providers for School District Virtual Instruction Program**

The FDOE has issued the following memorandum regarding providers for school district virtual instruction program. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9446/dps-2022-15.pdf>.

**Victoria Gaitanis**  
**Bureau Chief**



## Classified Vacancy Announcement



### FDLRS Action Resource Center

**Fiscal Agent: Orange County Public Schools**

**Application Deadline:** February 9, 2022

**Position Title:** **Administrative Secretary-50314826 FDLRS State**

**Job Location:** Florida Diagnostic & Learning Resources System (FDLRS)  
Action Resource Center  
3130 Edgewater Drive, Orlando, FL 32804

**Projected Start Date:** February 28, 2022

#### Requirements:

- Perform administrative secretarial assignments with minimal supervision
- Coordinate schedules, meetings, room assignments for internal and external departments and various district directors/discretionary project personnel
- Handle emergency situations and notify appropriate personnel
- Support payroll functions
- Prepare and process invoices, budgets and purchase orders
- Maintains electronic and physical filing and database system for vendors, departmental personnel, projects, state and federal correspondence, budget and audits, general files and information files
- Coordinate other clerical staff to provide phone coverage, vacation coverage, breaks, departmental communication, and clarification on administrative, instructional and clerical issues as needed
- Maintain electronic calendar for all discretionary project personnel (FDLRS and FIN)
- Transfer records for Child Find in the CHRIS Database (FDOE discretionary project)
- Collaborate and work with six (6) ESE directors and their secretaries from various counties (Orange, Lake, Osceola, Seminole, Sumter and Florida Virtual school districts)
- Monitor and manage inservice points for school and district personnel from six (6) school districts
- Keep up to date with new and current technologies to enhance efficiency and performance of grant
- Process and reconcile T-Card expenditures
- Process and report to all district inservice reports for district participants
- Review grant budget and execute budget transfers as needed
- Create and process account pay forms
- Process gifted account pays and reimbursements to district
- Manage and provide reports to project director database expenditures per district
- Manage and oversee the master calendar of trainings for the grant

- Work with and be proficient with the FDOE's Project Tracking System (PTS) to ensure accountability of grant deliverables
- Provide support and review of grant deliverables each quarter
- Property custodian/Inventory control
- Provide support to instructional staff for workshops
- Other duties as assigned by project director

**Compensation:** (See Orange County Public School Salary Schedules)

**Application:** Online application process for Orange County Public Schools  
Jobs.ocps.net (under Careers)  
[https://ocps.net/departments/human\\_resources/careers/](https://ocps.net/departments/human_resources/careers/)

**Contact:** Sandra Chambers-Collins, Senior Administrator/Discretionary Project Director  
Sandra.Chambers-Collins@fdlrsaction.org (primary)  
Sandra.Chambers-Collins@ocps.net