



## Weekly Memo

### Action Items

#### Notice of Rule Development

To view the draft and submit comments for the following rule, go to <https://web02.fldoe.org/rules/>:

- Rule [6A-6.0331](#), Florida Administrative Code, General Education Intervention Procedures, Evaluation, Determination of Eligibility, Reevaluation and the Provision of Exceptional Student Education Services

#### Position Available at the Florida Instructional Materials Center for the Visually Impaired (FIMC-VI)

FIMC-VI, a discretionary project of the Bureau of Exceptional Education and Student Services (BEESS), is seeking a supervisor. The FIMC-VI supervisor position serves families statewide while being physically located in the Hillsborough County School District. The deadline to apply is **May 20, 2022**. To view the complete job description, see the attached document. To apply, go to <https://www.applitrack.com/sdhc/onlineapp/application.aspx?posJobCodes=62251&posFirstChoice=Administrative,%20District%20Based&posSpecialty=>. For questions, contact Dawn Zambruski at [dawn.zambruski@hcps.net](mailto:dawn.zambruski@hcps.net).

- Filename: FIMC-VI Supervisor Job Description

#### Position Available in the Florida Diagnostic and Learning Resources System (FDLRS) Island Coast Associate Center

FDLRS Island Coast, a discretionary project of BEESS, is seeking a parent services specialist. FDLRS Island Coast serves Lee and Collier Counties. The deadline to apply is **May 28, 2022**. To view the full job description, go to <https://www.leeschools.net/common/pages/DisplayFile.aspx?itemId=32513394>. To apply, go to the School District of Lee County's website at <http://www.leeschools.net/careers>. For questions, contact Dr. Deidre Phillips at [deidremp@leeschools.net](mailto:deidremp@leeschools.net).

#### 2021-2022 Report of Students Granted a One-Year Exemption from Statewide Assessments

The Florida Department of Education (FDOE) has issued a memorandum regarding the 2021-2022 Report of Students Granted a One-Year Exemption from Statewide Assessments. Reports must be submitted by **June 1, 2022**, per the instructions in the memo. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9530/dps-2022-73.pdf> (Memo) and <https://info.fldoe.org/docushare/dsweb/Get/Document-9535/dps-2022-73a.pdf> (Attachment A). For questions regarding the information being requested or how to complete this process, contact Amanda Gay at [Amanda.Gay@fldoe.org](mailto:Amanda.Gay@fldoe.org).

## Spotlight on Dyslexia (SPOD)

Presented by Learning Ally, SPOD returns for its seventh year on **June 9-10, 2022**, with the theme of “Listen, Learn, and Lead!” Florida educators get access to this conference at no cost using promo code “SPOD22FL” at checkout to waive the entire conference cost. This code is available until funded spots are filled. SPOD features motivational, inspirational and highly experienced thought leaders and practitioners. To view speakers and session information, go to the SPOD Event website at <https://learningally.org/Conferences/Spotlight-Learning-Series/SLS-June-2022>. To register for the live event and receive on-demand access, go to <https://learningally.org/Conferences/SpotlightLearning-Series/Spotlight-Registration>.

- Filename: Learning Ally Spotlight on Dyslexia FL SPOD June 2022

## Informational Items

### Legislative Changes to Statutory Requirements Concerning Children with Developmental Delays

The FDOE has issued a memorandum regarding the legislative changes to the statutory requirements concerning children with developmental delays. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9536/dps-2022-67.pdf>.

### Florida Safe Schools Assessment Tool (FSSAT)

The FDOE has issued a memorandum regarding the FSSAT. See the memo for specific due dates. To view the memorandum, go to <https://info.fldoe.org/docushare/dsweb/Get/Document-9537/dps-2022-59.pdf>.

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

## Job Description



**Title:** Supervisor, Florida Instructional Materials Center for the Visually Impaired (FIMC-VI)  
**Job Code:** 12032

**FLSA Status:** Exempt, Administrative  
**Class:** Administrative  
**Division:** Educational Access, opportunity, and Alternatives  
**Salary Schedule:** Administrative Y04 plus benefits  
**Bargaining Unit:** 03, HASA Administrators

**Board Approved Date:** June 5, 2018  
**Revised Date:**

**POSITION SUMMARY:** The Florida Instructional Materials Center for the Visually Impaired (FIMC-VI) Supervisor provides assistance to the General Director of Exceptional Student Education in the provision of services to students with disabilities (SWD) and will manage all aspects of the FIMC-VI Grant to the satisfaction of the Florida Department of Education to ensure that state and district policies and procedures are implemented in the provision of accessible instructional materials. FIMC-VI was established by the Florida Legislature in 1972 and operates under the Florida Department of Education Bureau of Exceptional Education and Student Services through a grant agreement with Hillsborough County Public Schools.

### SPECIFIC DUTIES & RESPONSIBILITIES:

- Develops and implements all aspects of the FIMC-VI Grant to the satisfaction of the Florida Department of Education Bureau of Exceptional Education and Student Services; the Hillsborough County Public Schools Educational Access, Opportunity, Alternatives division, the superintendent and the School Board of Hillsborough County.
- Oversees the provision of accessible instructional materials to Florida's students with disabilities that qualify for materials under the National Instructional Materials Accessibility Standard (NIMAS). This includes the procurement, production, and delivery systems for braille, large print, and digital/audio materials.
- Oversees the production of Florida's Statewide Assessment materials in contracted and uncontracted braille, as directed by the Florida Department of Education per the mandates of the Florida legislature and the Bureau of K-12 Assessment. This includes managing the contractors and the processes for transcriptions, proofreading, and item reviews for braille assessments and braille practice tests in contracted and uncontracted formats in multiple braille codes.

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- Manages all aspects of the Federal Quota Program through the American Printing House for the Blind for Florida's students with visual impairments as the designated Ex Officio Trustee.
- Coordinates with Florida's school districts and specialized projects as to the appropriate educational and assessment practices for students with disabilities.
- Implements and monitors appropriate scientific, research-based instructional and assessment materials, assessment practices and professional development activities related to students with disabilities.
- Assists administrative, supervisory, and site-based personnel by developing and implementing instructional programs and assessment procedures, demonstrating appropriate teaching methods and use of materials, monitoring curriculum and identifying appropriate accessible instructional materials.
- Serves as an advocate for the specified site and/or program/project at the district-level as well as a liaison between the state, district, site, and the community. Collaborates with the Florida Department of Education; all public and private schools; community and state agencies and professional organizations in support of students with disabilities.
- Provides curricular and/or program support and assistance to district staff, site administrators, teachers, resource teachers, and other personnel statewide.
- Oversees relevant professional development workshops and/or training programs as well as outreach and communications to assist appropriate instructional staff in updating their skills and increasing their knowledge base.
- Participates in relevant meetings including professional conferences and chairs or serves on committees related to appropriate academic area, programs/projects, and/or specified curriculum on a state and national level.
- Aids in the objective evaluation of both established and innovative programs to assess the effectiveness of materials, the methodology used in the program and the educational growth of the learner.
- Assists district staff and site personnel in interpreting student test scores and recommending prescriptive materials and techniques to improve student performance.
- Performs any other duties as assigned.

*Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.*

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Achievement Focus: Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standards of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

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Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

Leadership: Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: Master's Degree and degree or formal training in Visual Disabilities. Degree or formal training in Educational Leadership, School Principal or Administration and Supervision preferred.

Experience: Three (3) years of increasingly responsible experience in teaching with three (3) years of related management or supervisory experience preferred. Administrative experience preferred.

Certificates/Licenses/Registrations: Florida Professional Educator Certificate: Visually Impaired (K-12) and certification in one of the following: Educational Leadership, School Principal or Administration and Supervision. An appointee who possesses certification in Visually Impaired (K-12) but does not possess the appropriate administrative certification will be given four (4) years from the date of appointment to obtain the appropriate administrative certification.

Language Skills: Reads, analyzes, and interprets the most complex documents. Responds effectively to the most sensitive inquiries or complaints. Writes speeches and makes effective and persuasive speeches on controversial or complex topics to a variety of audiences.

Mathematical Skills: Works with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Applies concepts such as fractions, percentages, ratios, and proportions to practical situations.

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Reasoning Ability: Applies principles of logical thinking to wide range of intellectual and practical problems. Deals with nonverbal symbolism (formulas, equations, etc.) and abstract and concrete variables in the most difficult phases.

Computer Skills: Microsoft Office (MS Word, PowerPoint and Excel and/or Access) district data systems; various accessibility software (including braille transcription) and assistive technology hardware, iOS systems for iPads and Apple, and ability to learn the proprietary database system for FIMC-VI and the email systems of Outlook and First Class.

**PHYSICAL DEMANDS:**

Physical Activities: Standing, walking, sitting, handling, keyboarding, feeling, talking, hearing, near acuity, field of vision

Lifting Demands: Up to 10 pounds

Reaching Activities: Both dominant and non-dominant hand; Overhead

Environmental Conditions: Noise Intensity 3 moderate

**OTHER REQUIREMENTS:** None

**SUPERVISORY EXPECTATIONS:** Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district's policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.

## Florida Educators Can Register FREE for Learning Ally's Spotlight on Dyslexia



June 9, 2022 3:30 PM - 8:00 ET | June 10, 2022 9:00 AM - 5:30 PM ET

*Spotlight on Dyslexia*, Learning Ally's premier professional learning event, is perfect for any K-12 educator or administrator who wants to learn more about dyslexia, the science of reading, and creating a culture of literacy.

Learning Ally has partnered with FLDOE/BESE to provide free registration to Florida Educators. Spaces are limited, though, so act now and secure your spot. **Use code SPOD22FL to receive your FREE registration.**

### What Will You Learn at Spotlight on Dyslexia?

Attendees will have the opportunity to:

- ▶ **Listen** to the research. Know and understand the science of reading and the neuroscience behind dyslexia.
- ▶ **Learn** strategies, accommodations, interventions. We all have dyslexic students in our classrooms...how do we help them succeed?
- ▶ **Lead** in your classrooms, schools and districts. Leadership is not about title or position. Leadership is about your ability to influence others and make an impact.

### What's New This Year?

Our keynote speaker, **Ameer Baraka** is a dyslexic who did not learn to read until he was an adult, as his dyslexia was not diagnosed when he was a child. The story of his descent into a life of crime, and his ascent from that life to become a successful actor, producer, and mentor to youth throughout the country is as enlightening as it is inspirational. Now the author of *The Life I Chose...The Streets Lied to Me*, Ameer knows all about the temptations and "traps" of growing up poor, Black, and illiterate on the streets of New Orleans. From dealing drugs to doing time in prison, this juvenile delinquent turned actor, author, and educator will share his story, and his mission.

In addition to Ameer and a distinguished roster of speakers, the Spotlight on Dyslexia event experience will also offer:

- ▶ Up to **20** CE certificates.
- ▶ Live polling, Q&As, and the opportunity to communicate directly with speakers.
- ▶ Live networking opportunities.
- ▶ On-the-go mobile app which will allow attendees to stream the event from anywhere.

### Want to learn more about Spotlight on Dyslexia?

Contact us at [spotlightdyslexia@learningally.org](mailto:spotlightdyslexia@learningally.org), or [visit us online](#).

