

Job Title: **Assistant Director – Title I and Related Activities**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Director – Title I and Related Activities in overseeing all aspect of Title I, and related services, including those contract services provide in collaboration with the Coalition on Homeless, the Early Learning Coalition, and migrant services.

ESSENTIAL JOB FUNCTIONS

- Monitors and supports Differentiated Accountability programs and services, including curriculum development; i.e., data analysis/recommendations for program development, expansion, and materials and equipment needed; conflict resolution and problem solving among stakeholders.
- Manages resources for the Title I Program, including fiscal, material, personnel, technology, and equipment as well as support services.
- Monitors student records for compliance, accuracy, and completeness.
- Researches related methods and interprets the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- Assists in the development of local manuals, procedures, and forms to meet federal and state requirements.
- Assists in developing, implementing, and evaluating instructional programs for At Risk students.
- Assists in developing, reviewing, and implementing procedures in compliance with Florida Statutes and federal regulations in regard to screening, referral, evaluation eligibility placement, re-evaluation, and termination of services.
- Assists in maintaining the formal data collection system needed in program planning, evaluation, and allocation of resources.
- Recommends, requisitions, maintains, and oversees the use of materials and equipment necessary for the efficient operation of the District's Title I program.
- Assists in formulating the overall budget for the Title I Part A program and specific budgets within the local Title I Program.

- Assists in developing, implementing, evaluating, monitoring, and coordinating programs funded by Title I, including school based services in both public and private participating schools.
- Works with the District supervisors, subject area specialists, and District administrative personnel to coordinate the Title I supplementary services with the District's basic curriculum.
- Increases public awareness of existing programs and services by disseminating information to community shareholders regarding ESE programs, resources, and training.
- Provides information regarding evaluation, identification, and placement of ESE along with the dissemination and explanation of procedure safeguards as outlined in federal law.
- Interacts with a variety of stakeholders to give and/or exchange information, resolve problems, provide services, plan programs, mediate, collect data, and answer questions.
- Develops or assists in developing the department budget and monitors its implementation.
- Prepares annual contracts for Board approval and Purchase Service Agreements for consulting services.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Manages employment logistics and orientation for new hires.
- Reviews payroll and time sheets for approval.
- Plans and organizes staff meetings.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree, from an accredited educational institution.
- Certification in Educational Leadership.
- Minimum of ten (10) years of successful teaching experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of federal, state, and local laws, statutes, and procedures pertaining to Every Student Succeeds Act (ESSA).
- Requires the ability to display knowledge of educational theories, principles, practices, and techniques related to education.
- Requires the ability to display knowledge of current administration and supervision theories, principles, and practices related to school programs and management as related to ESSA.
- Requires the ability to display knowledge of school finance and budgeting, to include specific rules for Title I funding.

- Requires the ability to display knowledge of evaluation systems techniques and instruments, their purpose, appropriate application, and interpretation of results.
- Requires the ability to intervene appropriately during crisis situations.
- Requires the ability to display effective oral and written communication skills, including problem solving, conflict resolution, and mediation in working with a variety of stakeholders.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operation; such as, word processing, telecommunications use, spreadsheet data collection, and information management.
- Requires the ability to effectively work with parent and employee groups.
- Requires the ability to supervise instructional and support staff and oversee and manage work involving multiple units.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to manage or administer grant funds.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: fingering, mental acuity, speaking, hearing, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: