



**Job Title:** Director – School Transformation

## **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 – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to develop a system of planning which will be continuous in nature and will result in effective programs which provide targeted guidance for successful school operations and the attainment of District goals, to monitor and implement the Differentiated Accountability requirements as well as school improvement, and to coordinate grant development and Board approval.

## **ESSENTIAL JOB FUNCTIONS**

- Assigns work, develops procedures for completing assigned work, assists as needed, and evaluates completed assignments.
- Develops the budget for the department, prioritizes expenditures, reviews monthly expenditures, and amends as needed.
- Participates in the evaluation of instructional programs and departmental functions.
- Writes the School Advisory Council Handbook and revises annually.
- Serves as the Differentiated Accountability contact between the District and DOE in coordination with the Director of Title I.
- Prepares, maintains, and updates a master plan document, to include educational program planning and development.
- Coordinates the activities of the Strategic Plan Team.
- Coordinates the school improvement process and maintains compliance with state and federal laws for developing appropriate plans, the District accreditation process, School Improvement Plans, the District Improvement Accountability Plan, and School Advisory Councils.
- Researches the availability of funds from sources, including local, state, federal, and private foundations.
- Solicits and negotiates funds actively on behalf of the District.
- Facilitates grant writing and transmits grant proposals.
- Attends state and national meetings related to grants management, differentiated accountability, school improvement, and strategic planning.
- Plans and implements program to monitor grant projects.

- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Responds to concerns and inquiries in a timely manner.
- Keeps the Superintendent informed, through proper channels, of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Acts as liaison between potential funders and the School District of Escambia County.
- Meets with key officials regarding new grants, funds, or programs that are available at the local, state, and federal levels.
- Acts as liaison with the funding organization's legal counsel regarding grants and related financial agreements.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- 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.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution with certification in Administration and Supervision or Educational Leadership.
- Educational Leadership Certification.
- Five (5) years of successful teaching experience.
- Three (3) years of management or supervisory responsibility at the District or school level.
- 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 the principles of the School Improvement and Accountability process.
- Requires the ability to display knowledge of the principles of School Advisory Councils.
- Requires the ability to display knowledge of the District's accreditation process.
- Requires the ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations.
- Requires the ability to define problems, collect data, establish facts, and draw valid conclusions.

- Requires the ability to display skill in the use of a computer for data entry, word processing, and/or accounting purposes and to complete reports, communicate, collect information, and produce charts and graphs.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display knowledge of grant writing, budget preparation, and submittal process.
- Requires the ability to display basic knowledge of various funding sources.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned unit/division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

### **PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

**Date of Revision: April 18, 2023, effective July 1, 2023**

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

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