

Job Title: 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 – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to supervise and oversee the Title I Program to best meet the needs of qualifying students throughout the District.

ESSENTIAL JOB FUNCTIONS

- Reviews Title I and related activities for compliance to state, federal, and local guidelines.
- Evaluates the job descriptions of the Title I staff periodically.
- Schedules and plans regular staff meetings.
- Sets up procedures for monitoring of District Title I Program.
- Approves the program applications of individual schools.
- Monitors program implementation and employee activities.
- Writes and reviews the District's Title I Program application.
- Interfaces with District supervisors and subject area specialists on the Title I program and the basic curriculum.
- Writes grants.
- Assists principals in forming parent involvement groups.
- Conducts an annual meeting with parents to encourage parent involvement.
- Works with the Evaluation Department to provide data which helps assess each child's progress.
- Attends state and regional meetings to stay abreast of changes in guidelines and regulations.
- Plans and supervises inservice activities for staff and school personnel.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives for Title I Program.
- Maintains network of peer contacts through professional organizations.
- Makes regular visits to schools with Title I Programs.
- Supervises the Title I staff, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares and submits the annual project and the budget for each program.
- Prepares and submits all federal and state reports related to each program.

- Remains current on laws and regulations of each program and meets with related staff for implementation of changes.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the Title I program for the District.
- Provides leadership in the development of annual goals and objectives.
- Demonstrates initiative in identifying potential problems and takes appropriate remedial intervention.
- Sets high standards and expectations for self and others.
- Manages the operation of the facilities to achieve the goals and objectives of the District.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Administration and Supervision, or Educational Leadership.
- Certification in Education Leadership.
- Minimum of ten (10) years of successful teaching experience.
- Satisfactory completion of the Level II School Principal Preparation program
- 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 research and best practices in areas of responsibility.
- Requires the ability to display knowledge of statutory and regulatory requirements of Title I.
- Requires the ability to display knowledge of budgeting and financial management.
- Requires the ability to supervise personnel.
- Requires the ability to work with other departments and agencies.
- Requires the ability to represent the District at state and regional meetings.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- 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, determine allocation of budget among departments, and manage the budget within assigned department.
- 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.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.

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, hearing, mental acuity, 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: