



Job Title: Specialist – 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: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
APR 19 2022
DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to assist in the areas of comprehensive planning, school improvement, grants management, assessment, and magnet/career academy program placement.

ESSENTIAL JOB FUNCTIONS

- Maintains the online controlled enrollment application, the School Improvement Plan process, and the School Advisory Council process.
- Assists with test proctoring and various special projects.
- Maintains the Strategic Plan process.
- Provides assistance in the coordination and delivery of training and support services in assigned area.
- Assists in the coordination of annual program evaluation activities for the district, schools, federally-funded programs, and grants.
- Assists in the writing, data collection, management, and evaluation of grants.
- Assists school personnel in implementing and evaluating of programs.
- Assists in the design, implementation, and evaluation of magnet schools/career academy programs.
- Assists in designing program literature and applications for magnet programs.
- Disseminates information and assists individuals in the eligibility and application process for magnet schools/career academy programs.
- Assists District programming personnel in the development and student eligibility process for all online choice programs.
- Serves as magnet school/program liaison to District departments, area offices, and school centers.
- Works with Council on Standards for International Educational Travel (CSIET) agencies in the approval and placement for Foreign Exchange Students.
- Works closely with District and school staffs to support school initiatives and processes.
- Disseminates information to appropriate personnel in a timely manner.
- Responds to inquiries and concerns in a timely manner.

- Keeps supervisor informed of potential problems or unusual events.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill department goals and objectives.
- Promotes and support professional growth for self and others.
- Maintains a network of peer contacts through professional organizations.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices and programs.
- Demonstrates initiative in the performance of assigned responsibilities.
- Provides for a safe and secure workplace.
- Models and maintains high ethical standards.
- Follows attendance, punctuality, and proper dress rules.
- Maintains confidentiality regarding District, school, staff, and student matters.
- Maintains positive relationships with staff and vendors.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the District and its goals and objectives.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Five (5) years of successful classroom teaching with experience in Curriculum and Instruction.
- 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 a knowledge of the District Wide Area Network (WAN).
- Requires the ability to display a knowledge of workstation operating systems.
- Requires the ability to display a knowledge of the District Student Information System and mainframe query/reporting software used in user ad hoc reporting and data verification.
- Requires the ability to express facts and ideas concisely, both orally and in writing.
- Requires the ability to use computer hardware and software to accomplish instructional and analytical functions.
- Requires the ability to interact effectively with professional staff, parents, and students.
- Requires the ability to display a knowledge of magnet enrollment policies and procedures, as well as Career Academy admission guidelines.
- Requires the ability to display a knowledge of State Board of Education (SBE) rules and School Board policies as they apply to areas of responsibility.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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

Date of Revision: April 19, 2022, effective July 1, 2022

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