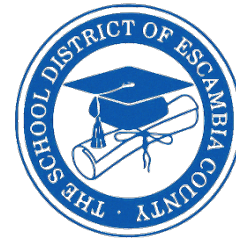


**Job Title:**                    **Specialist – Title II Grant and Professional Development Certification Program**



**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  
**MAY 17 2022**  
DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

**JOB SUMMARY**

The purpose of this position is to provide information, resources, training, and support for effective strategies and technologies for quality education of students.

**ESSENTIAL JOB FUNCTIONS**

- Provides coordination and delivery of training and support services in assigned area.
- Coordinates project services to focus on accomplishing project goals and objectives in concert with District goals and priorities.
- Provides program direction for the planning, development, implementation, articulation, and evaluation of assigned curriculum programs or services.
- Assists in writing grant proposals and manages grants as needed.
- Demonstrates knowledge and understanding of assigned curriculum, program, or service area.
- Assists in the evaluation and selection of materials, equipment, or other products to provide services to the District, schools, teachers, and/or parents.
- Assists school personnel in implementing programs.
- Serves as liaison to the Florida Department of Education as assigned.
- Directs and coordinates project planning to involve District and school personnel, community representatives, and others when appropriate.
- Serves as a program services consultant to staff members and to District, school, family, and community members.
- Maintains a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed about potential problems or unusual events.
- Facilitates the development, implementation, and evaluation of professional development activities in content, service, or project area.
- Keeps well-informed about current trends and best practices in content, service, or project area.
- Keeps abreast of federal and state laws, rules, and policies relevant to assigned area.

- Maintains expertise in assigned area to fulfill project goals and objectives.
- Conducts needs assessments, provides awareness activities, and delivers or coordinates professional development training to assist the District with curriculum revision or program implementation.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Models principles of learning and effective teaching in instructional delivery.
- Conducts a personal assessment periodically to determine professional development needs with reference to specific assignment.
- Assists in maintaining appropriate coordination among the various programs related to instructional services.
- Prepares and submits required reports and maintains appropriate records.
- Assists in developing and implementing the department budget.
- Serves on District, state, or community councils or committees as appropriate or assigned.
- 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.
- Ten (10) years of successful teaching/administrative experience.
- Preferred experience in administration and supervision.
- 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 assigned content or service area.
- Requires the ability to express facts and ideas clearly and concisely, both orally and in writing.
- Requires the ability to organize time and materials.
- Requires the ability to prioritize tasks and responsibilities.
- Requires the ability to display knowledge of state and District curriculum and assessment priorities and related statutes, rules, and policies.
- Requires the ability to display knowledge of child growth and development, learning theory, and current best practices.
- Requires the ability to use computer hardware and software to accomplish instructional and administrative functions.
- Requires the ability to interact effectively with professional staff, parents, and students.
- Requires the ability to determine the approach to work using the designated guidelines.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, accounting, legal, or managerial skills.
- Requires the ability to maintain inventory/property.
- Requires the ability to administer grant funds.

- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.
- Requires the ability to use small office equipment, computers, and highly technical computer applications.

**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, reaching, repetitive motion, speaking, standing, talking, and visual acuity.

**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: April 19, 2022, effective July 1, 2022**

**Date of Revision: Correction approved May 19, 2022, effective July 1, 2022**

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