

Job Title: **Specialist – Title I and Enrollment Services**



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 – 13

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

JOB SUMMARY

The purpose of this position is to ensure compliance with Title I requirements as outlined in the Elementary and Secondary Education Act (ESEA) and to assist with controlled open enrollment and related activities.

ESSENTIAL JOB FUNCTIONS

- Develops, manages, and maintains a system of compliance for Title I services related to controlled open enrollment.
- Ensures controlled open enrollment and Title I documentation is collected, reviewed, verified, and maintained within the District's student information system.
- Reviews data from various sources to verify accuracy of records and to improve processes and procedures.
- Works with schools and the District's Transportation Department to ensure transportation services are requested and fulfilled in a timely manner for Title I programs.
- Calculates and maintains transportation costs for all Title I programs requiring transportation (foster care, homeless, voluntary prekindergarten, and migrant).
- Works with various departments, agencies, and schools to ensure procedures are communicated and implemented correctly.
- Conducts process analysis and applies improvement as needed.
- Conducts research.
- Informs supervisor of issues related to implementation of assignments.
- Initiates, develops, and provides in-service training and public presentations as needed to ensure compliance and understanding of processes and procedures.
- Verifies data for controlled open enrollment.
- Works collaboratively with the District's Information Technology Department and Evaluation Services Department to ensure all student data and controlled enrollment coding is accurate.
- Works collaboratively with team members to provide accurate and timely information to schools, departments, and families.

- Collects, maintains, and reports compliance information to Florida Department of Education (FLDOE) for scholarship and other programs as assigned.
- Works with the District's data support team to ensure accurate reporting of educational controlled enrollment coding during FLDOE survey windows.
- Serves on panels, boards, or committees of relevant community agencies.
- Establishes and maintains professional relationships and responds to inquiries or concerns in a timely and courteous manner.
- Submits accurate reports in a timely manner and maintains all appropriate records.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Preferred five (5) years of experience working with school district or community agencies.
- 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 laws and legislation concerning Title I requirements and controlled open enrollment options.
- Requires the ability to display knowledge of various community agencies serving Title I students.
- Requires the ability to communicate, both orally and in writing.
- Requires the ability to organize work around organizational goals and processes.
- Requires the ability to create and maintain databases, worksheets, and presentations.
- Requires the ability to manipulate data using advanced spreadsheet options.
- Requires the ability to perform professional-level work dealing with data, people, and technology.
- 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.

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: hearing, mental acuity, repetitive motion, speaking, 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: April 16, 2019, effective July 1, 2019

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