

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR – TITLE I & RELATED ACTIVITIES

QUALIFICATIONS:

- (1) Certification in Administration and Supervision.
- (2) Four years successful experience as a Principal.
- (3) Five years successful teaching experience.
- (4) 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:

- Knowledge of federal, state and local laws, statues and procedures pertaining to No Child Left Behind (NCLB).
- Knowledge of educational theories, principles, practices and techniques related to education. Knowledge of current administration and supervision theories, principles and practices related to school programs and management as related to NCLB.
- Knowledge of school finance and budgeting, to include specific rules for TITLE I funding. Knowledge of evaluation systems techniques and instruments, their purpose, appropriate application and interpretation of results.
- Ability to intervene appropriately during crisis situations.
- Effective oral and written communication skills, including problem solving, conflict resolution and mediation in working with a variety of stakeholders.
- Ability to collect, analyze and interpret data.
- Technology skills appropriate for modern office operation; such as, word processing, telecommunications use, spreadsheet data collection and information management.
- Ability to effectively work with parent and employee groups.
- Ability to supervise instructional and support staff.

REPORTS TO:

Director I – Title I

JOB GOAL

To assist the Director of Title I in overseeing all aspect of Title I, and related services, including those contract services provide in collaboration with the Coalition on Homeless, the Early Learning Coalition and migrant services.

SUPERVISES:

Personnel as assigned by the Director

ASSISTANT DIRECTOR – TITLE I & RELATED ACTIVITIES (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor and support Differentiated Accountability programs and services, including curriculum development; i.e., data analysis / recommendations for program development, expansion and materials and equipment needed; conflict resolution and problem solving among stakeholders.
- * (2) Manage resources for the ARRA Program, including fiscal, material, personnel, technology and equipment as well as support services.
- * (3) Monitor student records for compliance, accuracy and completeness.
- * (4) Research related methods and interpret the appropriate application of policies and procedures in making recommendations for specific procedures to be used in implementing federal and state requirements in the District.
- * (5) Assist in the development of local manuals, procedures and forms to meet federal and state requirements.
- * (6) Assist in developing, implementing and evaluating instructional programs for At Risk students.
- * (7) Assist in developing, reviewing and implementing procedures in compliance with Florida Statutes and federal regulations in regard to screening, referral, evaluation eligibility placement, re-evaluation and termination of services.
- * (8) Assist in maintaining the formal data collection system needed in program planning, evaluation and allocation of resources.
- * (9) Recommend, requisition, maintain and oversee the use of materials and equipment necessary for the efficient operation of the District's ARRA programs.
- * (10) Assist in formulating the overall budget for the Title I Part A program and specific budgets within the local Title I Program.
- * (11) Assist in developing, implementing, evaluating, monitoring, and coordinating programs funded by Title I, including school based services in both public and private participating schools.
- * (12) Work with the district supervisors, subject area specialists and district administrative personnel to coordinate the Title I supplementary services with the district's basic curriculum.

Inter /Intra-Agency Communication and Delivery

- * (13) Increase public awareness of existing programs and services by disseminating information to community shareholders regarding ESE programs, resources and training.
- * (14) Provide information regarding evaluation, identification and placement of ESE students along with the dissemination and explanation of procedure safeguards as outlined in federal law.
- * (15) Interact with a variety of stakeholders to give and/or exchange information, resolve problems, provide services, plan programs, mediate, collect data and answer questions.

Professional Growth and Improvement

- * (16) Keep well informed about current trends and best practices in areas of responsibility.
- * (17) Maintain expertise in assigned areas to fulfill program goals and objectives.
- * (18) Promote and support professional growth for self and others.
- * (19) Maintain a network of peer contacts through professional organizations.

ASSISTANT DIRECTOR – TITLE I & RELATED ACTIVITIES (Continued)

- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (21) Develop or assist in developing the department budget and monitor it's implementation.
- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Serve on District, state or community councils or committees as assigned or appropriate.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (27) Schedule regular meetings with Private school participants in Title I, consulting and supporting services for Title I students who are enrolled in participating private schools as well as monitoring compliance with federal regulations in those facilities.
- * (28) Assist in planning and implementing professional development for principals, teachers, para-professionals and parents.

Leadership and Strategic Orientation

- * (29) Provide leadership and direction for assigned areas of responsibility.
- * (30) Set high standards and expectations for self and others.
- * (31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (33) Facilitate problem solving by individual or groups.
- * (34) Assist the Director in monitoring all activities for compliance with state and federal regulations.
- * (35) Support initiatives to monitor physical resources purchased using Title I funds, equipment inventory.
- * (36) Provide support for the Title I Newsletter.
- * (37) Acquire knowledge and understanding of all federal, state and district regulations applying to the Title I Program implementation.
- * (38) Assist with review of student data to determine student progress related to supplementary programs.
- * (39) Other responsibilities as assigned by the Director and/or Superintendent.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

ASSISTANT DIRECTOR – TITLE I & RELATED ACTIVITIES (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 7 (12 Months)

Date of Board Approval: April 20, 2010