

**SCHOOL DISTRICT OF ESCAMBIA COUNTY**

**JOB DESCRIPTION**

**COORDINATOR I – RACE TO THE TOP**

**QUALIFICATIONS:**

- (1) Master’s Degree from an accredited educational institution.
- (2) Currently possess or be eligible for a Florida Teaching Certificate in an area of Administration and Supervision or Educational Leadership.
- (3) Minimum of five (5) years successful experience in teaching.
- (4) Minimum of two (2) years successful experience in school administration.
- (5) Minimum of two (2) years successful experience in managing budgets.
- (6) 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 current federal, state, and local laws, statutes, and procedures. 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. Knowledge of school finance and budgeting, to include specific rules for federal/state funding. Knowledge of evaluation systems techniques and instruments, their purpose, appropriate application, and interpretation of results. Effective oral and written communication skills, including 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.

**REPORTS TO:**

Director of Comprehensive Planning

**JOB GOAL**

To collaborate with team leaders on all components of the Race to the Top Grant, oversee implementation of all deliverables, monitor the budget, and provide written and oral reports to the Superintendent, School Board, and Florida Department of Education. This position, funded by the grant, will be eliminated when the grant ends.

## **COORDINATOR I – RACE TO THE TOP (Continued)**

### **SUPERVISES:**

Personnel as assigned by the Director

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- \* (1) Manage resources for the Race to the Top Grant, including fiscal, materials, personnel, technology, and equipment as well as support services.
- \* (2) 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.
- \* (3) Assist in the development of procedures and forms to meet federal and state requirements.
- \* (4) Prepare written and oral reports on the status of all deliverables identified in the Grant, which shall be reported regularly to the superintendent.
- \* (5) Assist in maintaining the formal data collection system needed in program planning, evaluation, and allocation of resources.
- \* (6) Recommend, requisition, maintain and oversee the use of materials and equipment necessary for the efficient operation of the District's Race to the Top Grant.

#### **Professional Growth and Improvement**

- \* (7) Keep well informed about current trends and best practices in areas of responsibility.
- \* (8) Maintain expertise in assigned areas to fulfill program goals and objectives.
- \* (9) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.

#### **Systemic Functions**

- \* (10) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* (11) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (12) Facilitate a Race to the Top District Advisory Committee and serve on the District Leadership Team.
- \* (13) Represent, consistently, the District in a positive and professional manner.
- \* (14) Perform other incidental tasks consistent with the goals and objectives of this position.

#### **Leadership and Strategic Orientation**

- \* (15) Provide leadership and direction for assigned areas of responsibility.
- \* (16) Set high standards and expectations for self and others.
- \* (17) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (18) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.

**COORDINATOR I – RACE TO THE TOP (Continued)**

- \* (19) Facilitate problem solving by individual or groups.
- \* (20) Perform other incidental tasks consistent with the goals and objectives of this position.

**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.

**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 8 (12 MONTHS)**

**Date of Board Approval: November 16, 2010**