

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR VI – TITLE I & RELATED ACTIVITIES

QUALIFICATIONS:

- (1) Bachelor's Degree in Public Administration, Accounting, Business, or Management or Finance from an accredited educational institution.
- (2) Minimum of one (1) year experience in financial or project administration.
- (3) 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 principles, theories and methods of accounting. Basic understanding of sound business management. Knowledge of state and federal laws and School Board policies. Knowledge of school finance and budgeting to include specific rules for federal compensatory education programs. Ability to collect, analyze and interpret data. Ability to assist the Director in achieving program goals through effective and efficient management practices. Knowledge of automated financial accounting systems and basic hardware and software applications. Ability to communicate effectively, both orally and in writing. Technology skills appropriate for modern office operation, such as word processing, telecommunications use, spreadsheet data collection and information management.

REPORTS TO:

Director I – Title I & Related Activities

JOB GOAL

To assist the Director-Title I & Related Activities in the discharge of his/her responsibilities by providing analysis, appraisals and recommendations in the decision-making process and establishing systematic procedures for operations.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Interpret and explain complex federal, state and local laws.
- * (2) Plan, organize and coordinate training workshops for school level and program office level personnel.
- * (3) Establish and maintain procedures and operations manuals.
- * (4) Plan and carry out assigned projects, selecting the approaches and methods to be used in solving problems.
- * (5) Prepare complete and accurate accounting reports complex statements, detailed budgets, and project applications.
- * (6) 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.

COORDINATOR VI – TITLE I & RELATED ACTIVITIES (Continued)

- * (7) Assist in the development of local manuals, procedures and forms to meet federal and state requirements.
- * (8) Assist in maintaining the formal data collection system needed in program planning, evaluation and allocation of resources.
- * (9) Oversee the use of materials and equipment necessary for the efficient operation of the District's Title I programs.

Inter / Intra-Agency Communication and Delivery

- * (10) Consult with the Information Technology Department and Budgeting Office on technical matters related to the automated system for District accounting.
- * (11) Interact with a variety of District stakeholders to give and/or exchange information, resolve problems, and provide services.
- * (12) Assist the Director in developing contracts and agreements.
- * (13) Assist district office staff with problems encountered.
- * (14) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls.
- * (15) Consult with the Department of Education (DOE) on interpretation of laws, rules and policies.
- * (16) Disseminate information and current research to appropriate personnel.
- * (17) Respond to inquiries or concerns in a timely and courteous manner.

Professional Growth and Improvement

- * (18) Attend state and regional meetings to keep well informed about current trends and best practices.
- * (19) Plan and develop inservice activities at both the department and school levels.
- * (20) Participate in the development of annual goals and objectives of the department.
- * (21) Promote and support the professional growth of self and others.
- * (22) Provide technical assistance to those assigned or by request.
- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (25) Prepare routine reports in a timely and accurate manner.
- * (26) Represent, consistently, the District in a positive and professional manner.
- * (27) Provide data to supervisor and make knowledgeable recommendations based on the data.
- * (28) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (29) Develop or assist in developing in the department budget and monitor its implementation.

Leadership and Strategic Orientation

- * (30) Provide leadership and direction for assigned areas of responsibility.
- * (31) Utilize proactive leadership in identifying potential problems.
- * (32) Utilize appropriate problem-solving strategies.
- * (33) Facilitate problem solving by individuals and groups.
- * (34) Set high standards and expectations for self and others.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.

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.

COORDINATOR VI – 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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – Pay Grade 13

Date of Board Approval: 04/19/05