

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### **DIRECTOR II - COMPREHENSIVE PLANNING, SCHOOL IMPROVEMENT AND GRANTS MANAGEMENT**

#### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution with certification in Administration and Supervision.
- (2) Minimum of five (5) years successful teaching experience.
- (3) Minimum of three (3) years management or supervisory responsibility at the District or school level.
- (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 the principles of the School Improvement and Accountability process. Knowledge of the principles of School Advisory Councils. Knowledge of the Southern Association of Colleges and Schools and the district accreditation process. Ability to read, analyze and interpret professional journals, technical procedures and governmental regulations. Ability to define problems, collect data, establish facts and draw valid conclusions. Skill in the use of a computer to complete reports, communicate, collect information and produce charts and graphs. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing. Knowledge of grant writing, budget preparation and submittal process. Knowledge of the rules of EDGAR as it relates to budget and amendments. Basic knowledge of various funding sources.

#### **REPORTS TO:**

Assistant Superintendent - Curriculum and Instruction

#### **JOB GOAL**

To develop a system of planning which will be comprehensive in nature and will result in coordinating programs and provide definite guidance for successful school operations and the attainment of District goals and to coordinate the School District of Escambia County's grant development activities by providing services to schools and administrators and by acting as a liaison with potential funding sources.

#### **SUPERVISES:**

Program Evaluation Specialist  
School Choice Coordinator  
Clerical Support Staff  
Secretary

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \* (1) Assign work, develop procedures for completing assigned work, assist as needed and evaluate completed assignments.
- \* (2) Supervise the secretary in the development of the budget for the department, prioritize expenditures, review monthly expenditures and amend as needed.
- \* (3) Participate with the Directors in the evaluation of programs and departmental functions.

## DIRECTOR II – COMPREHENSIVE PLANNING, SCHOOL IMPROVEMENT AND GRANTS MANAGEMENT (continued)

- \* (4) Write the **Escambia County School District's School Improvement and Educational Accountability Guidelines and Your School Advisory Council Handbook** and revise annually.
- \* (5) Serve as the School Accountability Contact between the district and DOE
- \* (6) Prepare, maintain and update a master plan document, to include educational program planning and development.
- \* (7) Coordinate the activities of the Comprehensive Planning Steering Committee / Strategic Planning Team.
- \* (8) Coordinate the school improvement process and maintain compliance with state and federal laws for developing appropriate plans and School Advisory Councils.
- \* (9) Research the availability of funds from sources, including local, state, federal and private foundations.
- \* (10) Solicit and negotiate funds actively on behalf of the District.
- \* (11) Facilitate grant writing and transmit grant proposals.
- \* (12) Attend state and national meetings related to grants management, magnet schools, school improvement and strategic planning.
- \* (13) Plan and implement program to monitor grant projects.
- \* (14) Coordinate committee for boundary line study and changes.
- \* (15) Recommend boundary line adjustments to the School Board.
- \* (16) Serve as coordinator of Student Attendance Zone Advisory Committee.
- \* (17) Oversee the district's plan for the provision of "Opportunity Scholarships" and the annual evaluation(s) for those students.
- \* (18) Serve as the coordinator for the district transfer committee, update those policies as needed and make recommendations to the Superintendent regarding individual student requests.

### **Inter / Intra-Agency Communication and Delivery**

- \* (19) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (20) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (21) Respond to concerns and inquiries in a timely manner.
- \* (22) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- \* (23) Disseminate information and current research to appropriate personnel.
- \* (24) Act as liaison between potential funders and the School District of Escambia County.
- \* (25) Meet with key officials regarding new grants, funds or programs that are available at the local, state and federal levels.
- \* (26) Act as liaison with the funding organization's legal counsel regarding grants and related financial agreements.
- \* (27) Meet with university professors and staffs to instruct grant writing classes.
- \* (28) Collaborate with post-secondary institutions and evaluation services on evaluation of programs.
- \* (29) Serve as coordinator of the School Choice Committee.
- \* (30) Assist with student transfers and home school request
- \* (31) Supervise the Student Records Department

### **Professional Growth and Improvement**

- \* (32) Keep well informed about current trends and best practices in areas of responsibility.
- \* (33) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (34) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (35) Promote and support professional growth for self and others.
- \* (36) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (37) Maintain a network of peer contacts through professional organizations.
- \* (38) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

## DIRECTOR II – COMPREHENSIVE PLANNING, SCHOOL IMPROVEMENT AND GRANTS MANAGEMENT (continued)

### **Systemic Functions**

- \* (39) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (40) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (41) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (42) Represent, consistently, the District in a positive and professional manner.
- \* (43) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (44) Maintain website with up to date information.
- \* (45) Coordinate submission of required reports, checking for accuracy and completeness.
- \* (46) Review all grant proposals and forward copies to appropriate directors.
- \* (47) Keep abreast of changing legal requirements and proposed changes in areas of responsibilities.

### **Leadership and Strategic Orientation**

- \* (48) Provide leadership and direction for the assigned areas of responsibility.
- \* (49) Provide leadership and guidance in the development of annual goals and objectives for assigned departments or programs.
- \* (50) Assist in implementing the District's goals and strategic commitments.
- \* (51) Exercise proactive leadership in promoting the goals and mission of the District.
- \* (52) Set high standards and expectations for self and others.
- \* (53) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (54) Facilitate problem solving by individuals or groups.
- \* (55) Assist schools with continuous improvement process.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

### **Job Description Supplement No. 12**

\*Essential Performance Responsibilities

### **ADMINISTRATIVE SALARY SCHEDULE - PAY GRADE 6**

**Date of Approval: August 21, 2001**

**Date of Revision: June 21, 2005**