

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### DIRECTOR I – TITLE I AND RELATED ACTIVITIES

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Administration and Supervision.
- (2) Minimum of five (5) years successful teaching experience.
- (3) Satisfactory completion of District Administration Training Program
- (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 research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements of Title I. Knowledge of budgeting and financial management. Ability to supervise personnel. Ability to work with other departments and agencies. Ability to represent the District at state and regional meetings.

#### REPORTS TO:

Assistant Superintendent – Curriculum and Instruction

#### JOB GOAL

To supervise and oversee the Title I Program to best meet the needs of qualifying students throughout the District.

#### SUPERVISES:

Teachers  
Specialists  
Educational Support Personnel  
Clerical Staff in Title I Program

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Review Title I and related activities for compliance to state, federal and local guidelines.
- \* (2) Periodically evaluate the job descriptions of the Title I staff.
- \* (3) Schedule and plan regular staff meetings.
- \* (4) Set up procedures for monitoring of District Title I Program.
- \* (5) Approve the program applications of individual schools.
- \* (6) Write and review the District's Title I Program application.

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

- \* (7) Interface with District supervisors and subject area specialists on the Title I program and the basic curriculum.
- \* (8) Assist principals in forming parent involvement groups.
- \* (9) Conduct an annual meeting with parents to encourage parent involvement.
- \* (10) Work with Evaluation Department to provide data which helps assess each child's progress.

##### Professional Growth and Improvement

- \* (11) Attend state and regional meetings to stay abreast of changes in guidelines and regulations.
- \* (12) Plan and supervise inservice activities for staff and school personnel.
- \* (13) Promote and support professional growth for self and others.
- \* (14) Develop annual goals and objectives for Title I Program.
- \* (15) Maintain network of peer contacts through professional organizations.

DIRECTOR I – TITLE I AND RELATED ACTIVITIES (Continued)

**Systemic Functions**

- \* (16) Make regular visits to schools with Title I Programs.
- \* (17) Supervise the Title I staff, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (18) Prepare and submit the annual project and the budget for each program.
- \* (19) Prepare and submit all federal and state reports related to each program.
- \* (20) Remain current on laws and regulations of each program and meet with related staff for implementation of changes.
- \* (21) Represent, consistently, the District in a positive and professional manner.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (23) Provide leadership and direction for the Title I program for the District.
- \* (24) Provide leadership in the development of annual goals and objectives.
- \* (25) Demonstrate initiative in identifying potential problems and take appropriate remedial intervention.
- \* (26) Set high standards and expectations for self and others.

**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.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 3**

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

**Date of Revision: May 17, 2005**