

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Special Projects/Title I

QUALIFICATIONS

- Master's degree with a concentration in education, business administration, public administration, or closely related field.
- Two (2) years' school administration and/or project management experience preferred.
- Experience in a public school setting preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the federal Uniform Grant Guidance, and other applicable laws, regulations, and guidance.
- Knowledge of computer applications and technology as related to department job functions.
- Skills in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.

SUPERVISION

REPORTS TO Director, Federal Projects and Resource Development
SUPERVISES Assigned Personnel

POSITION GOAL

To administer and oversee select Elementary and Secondary Education Act (ESEA)/Every Student Succeeds Act (ESSA) budgets and federal grant reporting requirements, with a specific focus on programs that benefit disadvantaged, neglected and/or delinquent youth (Title I, Parts A and D), as well as related grants that support the activities prescribed under ESEA/ESSA.

PERFORMANCE RESPONSIBILITIES

General Federal Projects Responsibilities:

1. *Assist with the development and implementation of financial policies and procedures necessary for proper fiscal control and operation of Title I and related special projects.
2. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
3. *Assist the Director of Federal Projects and Resource Development in conducting a continuous program review of Title I and related special projects.
4. *Collaborate with Resource Development staff in the development of applications for funding to benefit high-poverty schools.

Title I, Parts A and D and Related Special Projects Responsibilities:

5. *Develop project applications, applicable budgets, and amendments for Title I/Part A, Title I/Part D, and federal school improvement grants, as well as collaborate with Resource Development staff on these tasks for 21st CCLC state grants and related special projects, as necessary.
6. *Coordinate and facilitate the fiscal aspects of Title I, as well as related special projects, to meet the requirements of the ESEA/ESSA and/or external funding requirements, to include oversight of the district and school-level budgets for Title I/Part A and Title I/Part D, 21st CCLC state grants, and other related budgets to ensure compliance with federal and state regulations.
7. *Coordinate and facilitate program/operational aspects of Title I/Part A, Title I/Part D, 21st CCLC state grants, and related special projects, to meet the requirements of the ESEA/ESSA and/or external funding requirements, to include:
 - Facilitate in collaboration with the Director of Federal Projects and Resource Development, the Director of Staffing, and the appropriate Executive Directors, the approval and release of staffing allocations for Title I-funded personnel.
 - Collaborate with other departments and agencies to implement the Title I staffing requirements of ESEA/ESSA.

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- Coordinate the development and submission of all necessary reports and records for Title I and other special projects to ensure that specified timelines are met.
 - Assist Title I schools in the development and implementation of school wide projects.
 - Prepare responses to specific requests for program information for Title I and other projects, as directed.
 - Assist appropriate school personnel in resolving issues related to Title I and other special projects.
 - In coordination with appropriate Title I staff, facilitate efforts to assist Title I schools in providing effective family involvement activities.
 - Provide technical assistance to neglected and delinquent institutions funded by Title I, Part D.
 - Assist Director of Federal Projects and Resource Development in the operational support and supervision of the 21st CCLC grant programs.
8. *Provide consultation and technical assistance to eligible non-public schools in planning, developing, and implementing Title I programs.
 9. *Develop and implement procedures to ensure monitoring requirements for all assigned grants are met at the district and school levels.
 10. *Coordinate and facilitate preparation for internal and external monitoring visits, reviews, audits, and site evaluations.
 11. *Conduct annual monitoring (self-monitoring, desktop monitoring, or onsite monitoring) within Title I schools, as required by the Florida Department of Education.
 12. *Provide assistance with budget management and monitor expenditures related to the early learning/Pre-K program in collaboration with relevant staff.
 13. *Engage in on-going review of projects to ensure that program activities are consistent with stated goals and objectives.
 14. *Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences.
 15. Perform other duties as assigned by the Director of Federal Projects and Resource Development.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE AO-07-E \$75,863 - \$116,260 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935.0	POSITION CODES PeopleSoft Position TBD Personnel Category 05 EEO-5 Line 08 Function 6300 Job Code 1319 Survey Code 63073	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Position Description Prepared by	BOARD APPROVED January 21, 2020 October 12, 2010 June 24, 2003 Jamee Minnetto Jamee Minnetto
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The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.