

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, East Coast Technical Assistance Center (ECTAC)

QUALIFICATIONS

- Master's Degree or higher in education or public administration.
- At least ten years of professional experience with a minimum of five (5) years' successful administrative experience in developing and implementing federal education programs in the Elementary and Secondary Education Act (ESEA).

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the requirements of and guidance pertaining to the Elementary and Secondary Education Act (ESEA).
- Knowledge of the Florida Statutes, K-20 Education Code.
- Knowledge of the District, its organization, and its priorities.
- Knowledge of administrative computer applications as related to department functions.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to interpret law, policy, and related guidance.
- Ability to effectively communicate with a variety of audiences, facilitate interdepartmental meetings, and provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Executive Director, Instructional Excellence and Equity
SUPERVISES Assigned Personnel

POSITION GOAL

To ensure oversight of the East Coast Technical Assistance Center (ECTAC).

PERFORMANCE RESPONSIBILITIES

1. *Oversee and supervise the operation of the East Cost Technical Assistance Center (ECTAC).
2. *Provide technical assistance to ECTAC member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA).
3. *Direct all technical assistance activities of ECTAC.
4. *Facilitate the District's efforts in implementing the flexibility provisions in ESEA.
5. *Exercise facilitative and proactive leadership in ensuring the federal resources provided through ESEA promote the goals of ESEA.
6. *Assist ECTAC member school districts to prepare for monitoring. Assist in monitoring responses and follow-up, as needed.
7. *Assist ECTAC member school districts in the development and implementation of Title I projects consistent with the requirements of ESEA.
8. *Assist with building the capacity of ECTAC member school districts in the understanding of appropriate laws, rules, regulations, guidance, policies, and best practices through periodic professional development meetings and activities.
9. *Assist ECTAC member school districts in the effective utilization of Title I and other ESEA resources and promote the collaboration between ESEA programs.
10. *Organize and conduct meetings of the ECTAC member school districts and related teams to promote networking between the member school districts.
11. *Assist member school districts in identifying and recognizing high performing/high poverty schools for the purpose of networking and sharing effective practices across the state.
12. *Develop training materials to assist new Title I administrators and provide training.
13. *Develop the program for the Technical Assistance Forums sponsored by the Florida Association of State and Federal Education Program Administrators (FASFEP) and ECTAC.
14. *Advocate for the needs of the Local Educational Agencies (LEAs).
15. *Fulfill other ECTAC responsibilities as mutually-developed with ECTAC member school districts.

DIRECTOR, East Coast Technical Assistance Center (ECTAC), Page 2

16. *Assist in writing proposals and/or projects for possible federal and state funding.
 17. *Supervise and evaluate assigned personnel.
 18. *Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences and serving on state and national committees, as requested.
 19. Perform other duties as assigned by the Executive Director, Instructional Excellence and Equity.
- *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 typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$89,533- \$137,345

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935.0

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function 6300
Job Code 1308
Survey Code 63023

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 6, 2021
August 7, 2012
October 12, 2010
June 24, 2003
September 9, 1997

ADA Information Provided by Marjorie Murray
Position Description Prepared by Marjorie Murray