

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM SPECIALIST, East Coast Technical Assistance Center (ECTAC)

QUALIFICATIONS

- Bachelor's degree in education, business administration, or related field required. Master's degree or higher in educational leadership preferred.
- Certification in elementary or secondary education with at least three years of teaching experience and three years of administrative experience, or experience in an administrative capacity related to the operation of Title I schools is preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Title I 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, Special Projects/East Coast Technical Assistance Center (ECTAC)
SUPERVISES Assigned Personnel

POSITION GOAL

To provide technical assistance to ECTAC member school districts in the implementation of Title I programs under the Elementary and Secondary Act (ESEA).

PERFORMANCE RESPONSIBILITIES

1. *Assist school districts with the proper development and implementation of Title I projects consistent with the requirements of the Elementary and Secondary Education Act (ESEA).
2. *Assist school districts in building the capacity of Title I district administrators and key staff to understand appropriate laws, rules, regulations, guidance, policies, and best practices through periodic professional development meetings and activities.
3. *Assist school districts in the development and implementation of Title I plans, project applications, and amendments to include school-wide, targeted assistance, nonpublic, migrant, neglected and delinquent programs, and others as requested.
4. *Assist school districts in effectively utilizing Title I resources, and other resources in the school improvement process to help schools meet challenging State Standards and Adequate Yearly Progress.
5. *Assist school districts with the proper implementation of the requirements for highly qualified teachers and paraprofessionals, public school choice, supplemental educational services, professional development, school improvement, and Differentiated Accountability.
6. *Assist school districts with the implementation of effective instructional strategies and educational best practices identified in current scientifically based research.
7. *Facilitate a team of technical assistance providers contracted to provide services to participating school districts.
8. *Facilitate and broker services to school districts by coordinating with other collaborative service providers, such as The Florida Parent Information Resource Centers, Title I/Migrant Program Office, ESCORT, Grants Management Office, ESEA Office, other Bureaus and Offices at the FLDOE and USDE, FASFEPA/NAFEPA, etc., as well as other organizations and consultants.
9. *Assist school districts in providing migrant services, including comprehensive needs assessment, eligibility of migrant families, identification and recruitment of migrant families, advocacy, records transfer, interstate and intrastate coordination, ESOL services to ELL migrant students and families, and other supporting services.

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10. *Assist school districts in building capacity for the effective involvement of families in the education of their children, under the requirements of Section 1118 of ESEA.
11. *Provide assistance in implementing, and/or coordinating with 21st Century Community Learning Centers Programs, Homeless Education Programs and other grant funded programs, as they interact with Title I Programs.
12. *Maintain the ECTAC website to provide school districts with valuable information that will facilitate proper implementation of Title I program services.
13. *Fulfill other ECTAC responsibilities as mutually-developed with ECTAC member districts.
14. *Provide other technical assistance services as necessary.
15. Perform other duties as assigned by the Director, Special Projects/East Coast Technical Assistance Center (ECTAC).

**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

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
AO-10-F \$61,532 - \$94,387	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	February 8, 2011
District Salary Schedule	Personnel Category 12	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval October 12, 2010
Months 12	EEO-5 Line 43		
Annual Days 258	Function Vary		
Weekly Hours 37.5	Job Code 1344	ADA Information Provided by Marjorie Murray	
Annual Hours 1935.0	Survey Code 63101	Position Description Prepared by Marjorie Murray	