

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST I, Special Projects/Title I

QUALIFICATIONS

- Bachelor's degree or higher from an accredited educational institution.
- Experience in a public school setting preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Elementary and Secondary Education Act (ESEA), the federal Uniform Grant Guidance, and other applicable laws, regulations, and guidance.
- Knowledge of computer applications and technology as related to department functions.
- Skill 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 Coordinator, Special Projects/Title I, Federal Projects and Resource Development
SUPERVISES No supervisory duties

POSITION GOAL

To provide support in the management, monitoring, and evaluation of funding received under the Elementary and Secondary Education Act (ESEA).

PERFORMANCE RESPONSIBILITIES

1. *Consult with private school administrators to ensure equitable services to private school students.
2. *Monitor implementation of each private school program and ensure compliance with federal and state requirements.
3. *Oversee any program(s) provided to participating private school students, teachers, or parents by a third party contractor.
4. *Maintain files and records to support provision of equitable services and compliance with state requirements.
5. *Serve as the district's liaison with Florida Department of Education to ensure adherence to procedures and rules regarding equitable services to private school students.
6. *Assist with data collection as it relates to Title I, Part A, and Title I, Part D funding verification and application development.
7. *Assist in the management of other federal projects as appropriate.
8. *Assist with federal and state reporting requirements (i.e. Public School Eligibility Survey and comparability reporting).
9. *Assist in the development of annual compliance work papers for Title I, Part A, and Title I, Part D.
10. *Assist in preparations for internal and external monitoring visits, reviews, audits, and site evaluations.
11. *Communicate and collaborate with administrators and staff regarding program compliance issues.
12. *Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and activities.

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- 13. *Assist in conducting a continuous program review and evaluation of assigned projects, program components and/or activities.
- 14. *Participate in activities with community stakeholders and/or professional services personnel for the purposes of promoting positive relations and enhancing related educational services.
- 15. *Keep professional skills and knowledge of current laws and policies updated by attending appropriate state, federal, and local workshops and conferences, as well as via internet research.
- 16. Perform other duties as assigned by the Coordinator of Special Projects/Title I, 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

C-D \$48,378 - \$85,913
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 6300
Job Code 2115
Survey Code 77010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 21, 2020

ADA Information Provided by Jamee Minnetto
Position Description Prepared by Jamee Minnetto