

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Projects

QUALIFICATIONS

- Associate in Arts or Associate in Science (Business Administration or Accounting)
OR
- High School Diploma or equivalence or Florida Special Diploma with four (4) years bookkeeping experience in a school system, governmental agency or large organization.

KNOWLEDGE, SKILLS, ABILITIES

- Proficient in use of ten-key calculator.
- Knowledge of computer applications as related to specific job functions; familiarity and experience using computerized data systems is desirable.
- Knowledge of basic problem resolution strategies.
- Knowledge of budget forecasting, developing and analysis.
- Skill in problem solving, organizing and effectively managing time.
- Skill in reading, interpreting and applying applicable program laws/guidance.
- Ability to work cooperatively with personnel at all levels.
- Ability to effectively communicate financial information to personnel at all levels within the school system.
- Ability to maintain confidentiality.

SUPERVISION

REPORTS TO Coordinator of Special Projects
SUPERVISES No supervisory duties

POSITION GOAL

To maintain an accurate and current accounting of all District funds consistent with the State prescribed system and with generally accepted accounting principles and to prepare periodic financial statements for management information and post audit purposes.

PERFORMANCE RESPONSIBILITIES

1. * Monitor fiscal aspects of Title I to meet the requirements of No Child Left Behind.
2. * Monitor the development of project applications and amendments for Title I and other projects.
3. * Develop and submit all necessary reports and records for Title I and other projects to ensure that specified timelines are met.
4. * Prepare responses to specific requests for program information for Title I and other projects, as directed.
5. * Assist the Special Projects Coordinator in conducting a continuous program review of Title I and other projects.
6. * Monitor the tracking of Title I school allocations and budgets.
7. * Monitor Department and school expenditures to ensure compliance with Federal and State regulations.
8. * Collaborate with district grants writer in the development of grants for high poverty schools.
9. * Assist Special Projects Coordinator with planning and implementing school wide projects.
10. * Demonstrate effective verbal and written communication skills.
11. * Assist with the self-monitoring process in Title I schools as required by the Florida Department of Education.
12. * Assist appropriate school personnel in resolving issues related to Title I and other projects.

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13. * Engage in on-going review of projects to ensure that program activities are consistent with stated goals and objectives.
14. * Track Title I school allocations.
15. * Process Title I and other special projects applications and amendments.
16. * Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences.
17. Perform other duties as assigned by the Coordinator of Special Projects.

*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.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
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 The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-C \$31,925 - \$41,374
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 1316
Survey Code 63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 23, 2006
July 15, 2003
April 14, 1998

ADA Information Provided by Tina Dyer
Position Description Prepared by Tina Dyer