

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DIRECTOR, Federal Projects and Resource Development

#### QUALIFICATIONS

- Master's Degree or higher in education, educational leadership or public administration.
- Minimum of five (5) years of professional experience in education, with a minimum of three (3) years successful educational administration experience or supervisory experience.
- Professional experience in Federal Grants Management, in particular ESEA/ESSA and/or IDEA grants, preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the District's mission, vision, and strategic plan initiatives.
- Knowledge of the current and future provisions and requirements of the Elementary and Secondary Education Act (ESEA)/Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA) and related Florida Statutes, State Board Rules, and Federal Regulations and OMB Circulars.
- Ability to interpret law, policy, and related guidance.
- An understanding of grant implementation procedures and reporting processes.
- Ability to plan, organize, and prioritize.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate with a variety of audiences and provide leadership to assigned personnel.
- Skills in problem solving, human interaction, and conflict management.
- Effective skills in oral and written communications.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Knowledge of administrative computer applications as related to department functions.

#### SUPERVISION

**REPORTS TO** Deputy Superintendent, Instructional Excellence and Equity  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***Oversee the Elementary and Secondary Education Act (ESEA)/Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Act (IDEA) budgets and federal grant reporting requirements. Facilitate the collaborative planning, implementation, evaluation, and monitoring of IDEA and ESSA programs, specifically those for the disadvantaged and neglected and delinquent children and youth (Title I, Parts A and D); professional development and teacher and principal quality (Title II, Part A); English Language Learners (Title III, Part A); 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC); Families In Transition (Title X, Part C) and related grants that support the activities prescribed by ESEA/ESSA. Ensure compliance with the provisions of ESEA/ESSA and IDEA programs and develop strategies for continued program improvement.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Exercise facilitative and proactive leadership in ensuring that federal, state, local, and private resources are promoting the vision and mission of the District and the goals of ESEA/ESSA.
2. \*Work with interdepartmental representatives to ensure that federal, state, local, and private resources are utilized to support increased student achievement for all students and for each demographic subgroup, continuous school improvement and accountability, and improved instruction, assessment, and remediation.

## DIRECTOR, Federal Projects and Resource Development, Page 2

3. \*Monitor the program implementation and fiscal aspects of IDEA and the ESEA/ESSA programs, as well as related grants, for federal and state compliance.
4. \*Direct the development of project applications, applicable budgets, and amendments for ESEA/ESSA and related grants.
5. \*Direct staff in the development of competitive grants for District departments and schools.
6. \*Initiate interdepartmental activities to coordinate program requirements under ESEA/ESSA.
7. \*Oversee the budgets of ESEA/ESSA and IDEA programs and other grant budgets as required.
8. \*Collaborate with other departments and agencies to maximize resources with the goal of improving program and student outcomes.
9. \*Direct the development and submission of all necessary reports and records for ESEA/ESSA and IDEA programs and related grants to ensure that specified timelines are met.
10. \*Assist schools, in collaboration with Executive Directors and Federal Program Managers, in the development of federal budgets to ensure coordination of resources.
11. \*Supervise the tracking of ESEA/ESSA and IDEA related school allocations and budgets.
12. \*Supervise department and school expenditures to ensure compliance with federal and state regulations.
13. \*Prepare responses to specific requests for program information for ESEA/ESSA programs as directed.
14. \*Collaborate with District and school level personnel to conduct continuous program review, monitoring, and evaluation of ESEA/ESSA and IDEA programs and related grants.
15. \*Conduct and facilitate data analysis, research, and program evaluation to support decision-making at the classroom, school, and District levels.
16. \*Analyze the performance of educational programs and student achievement data to support the strategic use of data to drive instructional and administrative decisions within the District.
17. \*Consult with non-public schools to provide equitable services under federal programs in non-public schools.
18. \*Direct the non-public school consultative requirement for the federal programs.
19. \*Assist appropriate school personnel in resolving issues related to ESEA/ESSA and other projects.
20. \*Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences.
21. Perform other duties as assigned by the Deputy Superintendent, 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.)

# DIRECTOR, Federal Projects and Resource Development, Page 3

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-03-P \$77,976 - \$119,614**

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD

Personnel Category 01

EEO-5 Line 03

Function 6300

Job Code 1350

Survey Code 63023

### FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by Anna-Marie Cote  
Position Description Prepared by Anna-Marie Cote

### BOARD APPROVED

**December 20, 2016**

**September 23, 2014**

**August 7, 2012**