

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Race to the Top Grant

QUALIFICATIONS

- Master's Degree or higher in education or related field. Certification in school administration, supervision and/or educational leadership is preferred.

KNOWLEDGE, SKILLS, ABILITIES

- An understanding of grant implementation procedures and reporting processes.
- Effective oral and written communication skills.
- An understanding of the policies, reporting processes, and procedures associated with Differentiated Accountability (DA), the Elementary and Secondary Education Act (ESEA), and the Individual with Disabilities in Education Act (IDEA).
- Working knowledge of Response to Intervention (Rtl) and the ability to oversee the implementation of a tiered system of support for students experiencing academic and behavior deficiencies.

SUPERVISION

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

POSITION GOAL

Coordinate the planning organization, evaluation and direction of the Race to the Top Grant and to ensure compliance with the provisions of ESEA and the State mandated Differentiated Accountability Program and lead the district-wide implementation of Response to Intervention.

PERFORMANCE RESPONSIBILITIES

1. *Ensure successful performance of key grant milestones according to the grant timelines.
2. *Coordinate and assist in the activities and functions set forth in the grant including all staff development and special projects, programs and events.
3. *Integrate program operations with school system initiatives and form partnerships with stakeholders to enhance grant outcomes.
4. *Recommend approval for purchase order requests according to grant budget and monitor expenditures to ensure they comply with grant outcomes.
5. *Coordinate, track, maintain and report performance data with comprehensive written reports as required on a timely basis.
6. *Attend professional meetings related to the responsibilities set forth in the grant.
7. *Submit budget amendments and changes to the Scope of Work as appropriate.
8. *Maintain records and procedures specific to the grant for compliance purposes.
9. *Demonstrate knowledge of theories, best practices and techniques appropriate to the grant project.
10. *Promote stakeholder understanding of goals, objectives and programs and encourage stakeholder involvement whenever appropriate.
11. *Assist with the program evaluation processes and coordinate resources for project evaluator.
12. *Monitor the compliance with Differentiated Accountability requirements and oversee the completion of the Differentiated Accountability Strategies and Support Document.
13. *Assist schools in preparing for school visits and reviews conducted by the Florida Department of Education.
14. *Present DA, Rtl, and NCLB information to parents, teachers, administrators and community members.
15. *Coordinate and lead the District Rtl Leadership Team in developing strategies and processes necessary for the implementation of the District Rtl Plan.

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16. *Update the School Board and Superintendent on matters relating to DA and Rtl.
17. *Provide technical assistance and support to Rtl teams, faculty and administration.
18. *Communicate and collaborate with Rtl team members regarding targeted groups and individual needs.
19. *Analyze universal screening data to assist Rtl teams with the development of Tier I academic and behavioral interventions.
20. *Analyze progress monitoring data to assist the Rtl teams with the development of evidenced-based and/or research-based Tier II and Tier III academic and behavioral interventions.
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.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
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

AO-10-F \$61,532 - \$94,387

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

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	05
EEO-5 Line	03
Function	Vary
Job Code	1471
Survey Code	63008

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 8, 2011

ADA Information Provided by Stephen Bouzianis
Position Description Prepared by Ron Pinnell