

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Special Projects/Title I, Instructional Support

QUALIFICATIONS

- Bachelor's degree with certification in elementary or secondary education. Master's degree or higher in educational leadership preferred.
- At least four years of teaching experience and four years of administrative experience. Experience in a Title I school 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 administer the development and implementation of Title I and other appropriate projects and to coordinate program activities of the Special Projects Department.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate program activities of Title I to meet the requirements of the Elementary and Secondary Education Act (ESEA).
2. *Assist Title I schools in the delivery of instructional services.
3. *Supervise and coordinate the activities of the Title I teachers-on-assignment.
4. *Supervise the Families in Transition (Title X, Part C, McKinney-Vento Homeless Act) staff and the activities related to Title X, Part C.
5. *Supervise the 21st Century Community Learning Center (21st CCLC) administrators and the activities related to 21st CCLC. Ensure that all documentation for evaluation and monitoring is timely, accurate, and complete.
6. *Supervise the staff of The Safe Harbor at Bo's Place of Learning in the Sanford Housing Authority complex and facilitate communication between the afterschool services and the schools.
7. *Develop the school improvement grants and work with the schools to implement the grant activities.
8. *Assist in the development and submission of all necessary reports and records for Title I and other projects to ensure that specified timelines are met.
9. *Assist schools in the development and implementation of school wide projects.
10. *Prepare responses to specific requests for program information for Title I and other projects as directed.
11. *Assist the Special Projects Director in conducting a continuous program review of Title I and other projects.
12. *Collaborate with the district grant writer in the development of grants for high poverty schools.
13. *Conduct self-monitoring process in Title I schools as required by the Florida Department of Education.
14. *Assist appropriate school personnel in resolving issues related to Title I and other projects.
15. *Develop project applications, applicable budgets, and amendments for Title I, A and D, federal school improvement grants, and other federal grants as required.
16. *Engage in on-going review of projects to ensure that program activities are consistent with stated goals and objectives.
17. *Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences.
18. 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 AO-07-E \$71,237 - \$109,172 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 08 Function 6300 Job Code 1343 Survey Code 63073	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Marjorie Murray Position Description Prepared by Marjorie Murray	BOARD APPROVED October 12, 2010 Previous Board Approval
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