

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, Supplemental Educational Services

#### QUALIFICATIONS

- Bachelor's degree or higher required.
- At least three years of experience in reading and interpreting related laws and statutes.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Skill in reading, interpreting, and applying applicable program laws/guidance.
- Skill in problem solving, organizing, and effectively managing time.
- Ability to work cooperatively with personnel at all levels.
- Ability to work independently in carrying out performance responsibilities.

#### SUPERVISION

**REPORTS TO** Coordinator, Special Projects/Title I, Operational Support  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To implement the requirements for Supplemental Educational Services (SES) under the Elementary and Secondary Education Act and Florida Department of Education Waiver.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Coordinate with Florida Department of Education to adhere to procedures and rules regarding Supplemental Educational Services (SES).
2. \* Prepare and disseminate correspondence and communication with parents, providers, and employees regarding the availability of Supplemental Educational Services.
3. \* Provide professional assistance to school and provider staff in carrying out their duties and responsibilities.
4. \* Coordinate the development and approval of contracts for providers indicating intent to provide services.
5. \* Enter and maintain provider and student information in the SES electronic tracking system.
6. \* Track provider invoices and expenditures and compliance with contract requirements.
7. \* Work a flexible schedule not to exceed 37 ½ hours per week so that evening parent outreach activities can occur.
8. \* Organize Provider Fairs and other parent outreach efforts.
9. \* Maintain SES files and records to support payment for services and compliance with state requirements.
10. \* Compile data required by the Florida Department of Education.
11. \* Keep professional skills updated by attending appropriate state, federal, and local workshops and conferences.
12. \* Monitor the development of project applications and amendments for the Supplemental Educational Services set-aside in the Title I application.
13. \* Participate in the self-monitoring and desktop or onsite monitoring process as required by the Florida Department of Education.
14. \* Assist appropriate school personnel, parents, and providers in resolving issues related to Supplemental Educational Services.
15. Perform other duties as assigned by the Coordinator of Special Projects/Title I, Operational Support.

\*Denotes essential job function/ADA

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## 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.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**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

**None** The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

C-D **\$45,429 - \$80,675**  
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 43  
Function 6300  
Job Code 2067  
Survey Code 72010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

February 26, 2013

ADA Information Provided by ECM Services  
Position Description Prepared by Lisa Shuford