

SCHOOL DISTRICT OF WAKULLA COUNTY

EXECUTIVE DIRECTOR OF SPECIAL PROGRAMS AND DISTRICT ASSESSMENT

JOB DESCRIPTION

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certified by the State of Florida in Administration and Supervision, Educational Leadership or School Principal.
3. Minimum of three (3) years successful experience in education.
4. Experience with federal programs and other special programs

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal programs. Knowledge of current trends and research in areas of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, polices, special programs, and procedures affecting federal programs on a federal state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on federal programs, including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to federal programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends in student performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Demonstrate ability to work effectively with teachers, administrators and parents. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the federal programs and the district and state assessment environment.

REPORTS TO: Assistant Superintendent for Instruction or designee

JOB GOAL

To provide leadership, coordination and support of federal programs and other special programs that will enhance opportunities for student growth and improved student performance and to coordinate the assessment program.

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery change to Essential Functions;

1. Prepare and submit grant applications(s) for all special programs to the Department of Education each year. (Title I, Title II, Title IV).
2. Monitor the implementation of assigned federal programs to ensure compliance with provisions of approved plan and/or grants.

3. Prepare and disseminate information necessary for carrying out programs according to federal and state requirements.
4. Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
5. Direct the preparation and submission of evaluation reports as required for federal and specially funded programs.
6. Prepare and submit grants in assigned areas and assist schools in the implementation of these grants.
7. Manage contracts with private companies to provide tutoring as required by Title I.
8. Maintain data system to track tutoring, including attendance, progress and invoicing.
9. Assist with coordination of the School Improvement Process for District schools.
10. Coordinate the District and State assessment program.
11. Coordinate with the IT Department to delivery computer- based State assessments.
12. Monitor test administration throughout the District.
13. Disseminate state test results and assist school and District personnel in the analysis, interpretation and use of these results.
14. Scan, score and produce reports for the District assessments and disseminate reports to schools, providing assistance in interpretation as needed.
15. Assist with the Department of Education verification process of student data for school grades.
16. Assist with the Department of Education verification process of teacher rosters for the Value Added Model.
17. Serve as the District liaison for school Media Specialists.
18. Keep the Superintendent and Chief Academic Officer abreast of educational changes
19. Work closely with the Chief Finance Officer on all financial matters.

Inter/Intra-agency Communication and Delivery

20. Meet with District and school-level administrators, teachers and parents to plan the Title I program each year.
21. Prepare and disseminate Title I information to meet the needs of parents, teachers, administrators and the public as provided in rules and regulations.
22. Meet with District and school administrators, teachers and parents to receive input for planning the Title II and Title I programs each year.
23. Provide technical assistance to schools in the implementation of assigned programs and in the interpretation and use of test results.
24. Report on the status of programs and services, as requested.
25. Serve as liaison to the Department of Education for assigned areas of responsibility.
26. Use effective communication strategies to interact with a variety of audiences.
27. Respond to inquiries and concerns in a timely manner.
28. Remain current with technology and educational trends
29. Ensure information exchange, coordination of efforts and articulation of programs and services by working closely with school administrators.
30. Work closely with the instructional department to on data interpretation and planning
31. Meet with school based administrators on a regular basis to assist with data interpretation and planning

Professional Growth and Improvement

32. Plan, conduct and assist with workshops relevant to areas of responsibility for teachers and administrators
33. Set high standards and expectations for self and others.
34. Keep up-to-date and well informed about current trends and best practices in assigned areas.

35. Keep up-to-date about legislation and legal issues related to assigned areas of responsibility.
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 37. Maintain a network of peer contacts through professional organizations.
 38. Promote and support the professional growth of self and others.
 39. Attend meetings, workshops and conferences, which promote professional growth and will benefit the District.
 40. Perform other incidental tasks consistent with the goals and objectives of this position.
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Systemic Functions

41. Prepare, implement and coordinate federal projects and grants.
42. Develop, recommend and administer the budgets for assigned programs.
43. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
44. Assist in projecting budgets and personnel needs for federal education programs.
45. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
46. Maintain necessary records for monitoring and audit requirements for assigned federal programs.
47. Prepare all required reports and maintain all appropriate records and inventories.
48. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

49. Provide leadership and direction for the planning, implementation and evaluation of federal programs and services.
50. Establish high expectations for self and others.
51. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
52. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
53. Facilitate problem-solving by groups or individuals.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan.

EVALUATION: Annually by the Assistant Superintendent for Instruction or Chief Academic Officer. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: Salary Item 31---Level II