

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST TITLE I

QUALIFICATIONS:

1. Bachelors Degree from an accredited educational institution or equivalent experience - three years of educational program experience can replace one year of college.
2. Minimum of three (3) years successful experience in federal Title grant programs

KNOWLEDGE, SKILLS, and ABILITIES:

Strong knowledge of Title I grant program. Knowledge of current trends and research in the area of responsibility. Ability to provide consultation and advice to teachers, parents, principals, and District staff on Title I 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 Title I programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Strong interpersonal and communication skills. Ability to analyze statistical data for trends and student performance in various programs and to assist with the development of strategies for improvement. Ability to represent the District at state, local, and regional functions. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in Title I programs.

REPORTS TO:

Director of Federal Programs

JOB GOAL

To provide coordination and support of Title I programs that will enhance opportunities for student growth and improved student performance.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PROGRAM SPECIALIST TITLE I (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Implement Title I program to ensure compliance with provisions of the grant(s)
- *(2) Establish and maintain financial records as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- *(3) Assist with the preparation and submission of reports and evaluations as required and in a timely fashion.
- *(4) Follow-up and resolve findings of external auditors, including system improvement plans
- *(5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- *(6) Assist with implementation and evaluation of innovative curriculum and instructional techniques provided to students served in Title I programs.

Interagency Communication and Delivery

- *(7) Maintain a positive working relationship with all appropriate governmental agencies and district personnel.
- *(8) Use effective communication strategies to interact with a variety of audiences.
- *(9) Respond to inquiries and concerns in a timely manner.
- *(10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- *(11) Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

Professional Growth and Improvement

- *(12) Assist in the development, implementation and evaluation of staff development activities.
- *(13) Set high standards and expectations for self and others.
- *(14) Stay up-to-date and well-informed about trends and best practices in assigned area.
- *(15) Maintain a network of peer contacts through professional organizations.
- *(16) Promote and support the professional growth of self and others.
- *(17) Develop and maintain a thorough knowledge of state, federal and project regulations and guidelines.

Systemic Functions

- *(18) Implement Title I projects.
- *(19) Recommend the establishment or elimination of programs and services for Title I.
- *(20) Present at workshops, as necessary.
- *(21) Assist supervisor in wise utilization of Title I funds.
- *(22) 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.
- *(23) Prepare all required reports in a timely manner and maintain all appropriate records and inventories.
- *(24) Keep supervisor informed about possible problems, upcoming events, and opportunities.
- (25) Other duties as assigned

Leadership and Strategic Orientation

- *(26) Assist with the planning, implementation and evaluation of Title I programs and services.
- *(27) Assist in maintaining appropriate coordination between Title I programs and other programs.
- *(28) Assist principals, as necessary, in the recruitment, selection, placement, and appraisal of personnel.
- *(29) Model and maintain high standards of professional conduct.
- *(30) Contribute to planning activities, including short- and long-term goals and use of resources.
- *(31) Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.
- *(32) Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.
- *(33) Facilitate problem-solving.
- *(33) Assist in the development of administrative guidelines for Title I programs.

*Essential Performance Responsibilities