

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PRIVATE SCHOOLS SPECIALIST

SALARY SCHEDULE: ADMINISTRATIVE – J

COST CENTER: ACADEMIC SERVICES 9049

QUALIFICATIONS:

- Bachelors' Degree from an accredited education institution required
- Eligible for certification in an education field preferred
- Three years' work experience in K-12 school programs

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interpret and apply complex state and/or federal regulation
- Possess strong organizational skills
- Possess positive interpersonal relationship skills
- Possess modern technology skills
- Ability to plan, organize and prioritize activities related to assignments
- Ability to communicate effectively, both orally and in writing
- Knowledge of research in best practices for improving student performance

REPORTS TO:

Federal Programs Coordinator, Academic Services Department

JOB OBJECTIVE:

The Private Schools Specialist works closely with private school administrators to ensure proper implementation, monitoring, and enforcement of equitable services requirements in accordance with federal regulations for benefit of eligible private school children, teachers and other educational personnel, and families.

- **SUPERVISES:** N/A
- **PERFORMANCE RESPONSIBILITIES:**
- Organize, coordinate, and monitor efforts for private schools' equitable participation in Title I, II, III, IV, IDEA and other targeted federal funding streams administered by the district
- Work collaboratively with district personnel and offices administering federal programs to ensure compliance with equitable services requirements
- Lead the District's process for regular, meaningful, and on-going consultation with participating private schools and all applicable components of the process
- Establish and update annual Interagency Agreements or Memorandums of Understanding (MOUs) with bordering school districts for the provision of services to eligible Title I students
- Support private school staff to identify student populations that are eligible and would benefit from services provided through participation in federal programs
- Oversee the process for determining academic need of eligible Title I students, the development student learning plans and progress monitoring of student achievement
- Support private schools in the needs assessment process to inform the development of plans for services to meet the specific needs of students enrolled in the private school
- Evaluate private school proposals for use of funds and make recommendations aligned to the goals and/or restrictions of the federal funding source

PRIVATE SCHOOLS SPECIALIST (Continued)

- Provide ongoing support, training, technical assistance, and guidance to private school staff on best practices related to the federal program and that improve student achievement
- Remain informed regarding current and impending legislation
- Provide training, monitoring and approvals for all budget requirements and expenditures and input for budgetary decision-making
- Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring
- Create, manage, and evaluate vendor contract requirements for the provision of services to eligible private school teachers, children, and their families
- Represent the District in a positive and professional manner
- Perform other incidental tasks consistent with the goals and objectives of this position
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

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.

Job Description Supplement No. 11