

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, STUDENT ASSIGNMENT AND GRANTS ADMINISTRATION

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution in guidance, counseling, social work and/or related area.
- (2) Course work, experience and/or demonstrated skills in administration, supervision, educational leadership and/or computer utilization; e.g., word processing, spreadsheets, databases and statistical analyses.
- (3) Minimum of three (3) years experience in school-based and/or central office educational work.
- (4) Certification in a related educational field; e.g., teaching, guidance, counseling, social work, supervision and/or educational leadership.
- (5) Experienced in grant writing, procuring external funding, grants management, including budget oversight.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida statutes and State Board of Education rules as they pertain to assigned areas. Ability to communicate effectively, orally and in writing, with diverse groups. Knowledge of needs assessment and program planning procedures, educational research and evaluation methodology and educational measurement concepts and techniques. Computer proficiency. Ability to work cooperatively with others. Flexibility. Ability to prioritize. Organizational skills.

**REPORTS TO:**

Executive Director, Research, Assessment, and Evaluation

#### JOB GOAL

To supervise the development and implementation of a comprehensive program of student assignment, and oversee the District's grants administration program.

**SUPERVISES:**

Secretary  
Assigned personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise the development, implementation, review and reporting of a comprehensive program of student assignment associated with approved plans of School Choice and Home Education.
- \* (2) Supervise the development, implementation, review and reporting of a comprehensive program of student reassignments, and determine legal residence and custody of students.
- \* (3) Supervise the facilitation and coordination of grants and the provision of technical support.
- \* (4) Administer cooperative agreements and contracts.
- \* (5) Develop policies and guidelines relating to student records.
- \* (6) Assist with the analysis of test data by school, class and student.
- \* (7) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (8) Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (9) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (10) Respond to inquiries or concerns in a timely manner.

**SUPERVISOR, STUDENT ASSIGNMENT AND GRANTS ADMINISTRATION (Continued)**

- \*(11) Keep the immediate supervisor informed, through proper channels, of potential problems or unusual events.
- \*(12) Work closely with District and school staffs to support school improvement initiatives and processes.
- \*(13) Disseminate information and current research to appropriate personnel.
- \*(14) Keep well informed about current trends and best practices in areas of responsibility.
- \*(15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(16) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \*(17) Promote and support professional growth for self and others.
- \*(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(19) Maintain a network of peer contacts through professional organizations.
- \*(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(23) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(24) Represent, consistently, the District in a positive and professional manner.
- \*(25) Provide leadership and direction for the assigned areas of responsibility.
- \*(26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(27) Assist in implementing the District's goals and strategic commitments.
- \*(28) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(29) Provide oversight and direction for cooperative planning with other agencies.
- \*(30) Set high standards and expectations for self and others.
- \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(33) Facilitate problem-solving by individuals or groups.
- \*(34) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(35) 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**

\*Essential Performance Responsibilities