



JOB TITLE	DEPARTMENT	REPORTS TO
21 st Century Program Specialist (Grant Funded)	Grant	Assistant Superintendent of Curriculum and Assessment

Position No: 63101	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 10/27/09
FSLA: Exempt	Date Revised:

JOB GOAL
<p>Guided by the parameters of the grant Application and the requirements of the State Department of Education the 21st Century Program Specialist, will guide and assist in coordinating and administering all aspects of the 21st Century Grant. The Program Specialist will serve in a collaborative role between District Administration; School based Administrators, 21st Century Site Coordinators and community partners to work towards accomplishing the goals of the grant application.</p> <p>This is a grant funded position.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Florida Teaching Certificate. 3. Five (5) years teaching experience. 4. Experience in preparing grant proposals desired. 5. Effective communication skills (oral and written). 6. Knowledge of curriculum development and educational practices. 7. Demonstrated Leadership skills. 8. Experience managing projects located across multiple sites preferred. 9. Knowledge of after-school programs preferred. 10. Ability to perform the functions of the position
DUTIES AND RESPONSIBILITIES
<p>The Program Specialist coordinates, promotes, and provides a focus on program implementation with a goal of improved learning outcomes for all students and staff involved with the 21st Century program through the following activities:</p> <ol style="list-style-type: none"> 1. To work with 21st Century site coordinators and Site Administrators to ensure the program is implemented with fidelity. 2. To assist in monitoring the 21st Century program to ensure compliance with applicable regulations and guidelines. 3. To make all logistical arrangements for project specific travel, trainings and coursework. 4. To provide fiscal oversight and coordinate all budgetary aspects of the 21st Century grant program. 5. To maintain up to date financial records of expenditures from the respective site budgets. 6. To facilitate purchase, distribution, and maintenance of all required materials and supplies needed to provide the program. 7. To assist in compiling and preparing data for required reports and other documents. 8. To cooperate with all the relevant agencies in the evaluation process and provide all progress reports as required by the Florida Department of Education. 9. To assist in the development and preparation of grant proposals related to the 21st Century Program.

10. To perform assigned tasks with a high standard of quality.
11. To perform other duties as assigned by supervisor.
12. Supervisor the implementation of the program to ensure high quality and fidelity.
13. To work with site coordinators to create and maintain a student database of student progressing monitoring data in the areas of reading, writing, mathematics, and science.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.