



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8860  
Pay Grade: E07

FLSA: Exempt  
PTS

<b>TITLE I SPECIALIST</b>
<b>REPORTS TO:</b> Director, Title I Technical Compliance
<b>SUPERVISES:</b> Not applicable
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with certification in Elementary, Middle, or High School Education, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience which includes three (3) years of successful teaching experience. Demonstrated organizational and communication skills.
<b>PREFERRED:</b> Certification in Administration/Supervision, Educational Leadership, or School Principal.
<b>MAJOR FUNCTION</b>
Position is responsible for the supervision of the Title I programs. Responsibilities include goal setting, planning, organizing, coordinating, decision making, communicating and evaluating.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Participates in all meetings which involve Title I school principals to provide and receive accurate information.</li> <li>• Conducts periodic external reviews at Title I schools to monitor implementation of Title I Plan and compliance documentation.</li> <li>• Participates in Instructional Support Model visits.</li> <li>• Provides ongoing technical assistance for development, implementation, and monitoring of the Title I schoolwide plan and school budgets.</li> <li>• Coordinates districtwide Title I programs.</li> <li>• Appraises Title I Center support personnel.</li> <li>• Collaborates with other district departments to coordinate and integrate supports and services.</li> <li>• Attends professional meetings--national, state, and local to keep informed on current developments as they pertain to the Title I program.</li> <li>• Assists in developing a written plan for implementing and evaluating Title I programs.</li> <li>• Helps define and interpret goals for Title I programs in Pinellas County.</li> <li>• Participates in parent advisory council activities.</li> <li>• Participates with project evaluator in research, planning, and evaluation of project components.</li> <li>• Performs other related duties as assigned.</li> </ul>

## TITLE I SPECIALIST

### TERMS OF EMPLOYEMENT

*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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; FORMAT REVISED: 5/88; TITLE CHANGE BOARD APPROVED: 6/8/88; REVISED: 9/91 BMP; BOARD APPROVED: 9/25/91; TITLE CHANGE: SV 8/95; BOARD APPROVED: 9/13/95; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ'S: 6/04 AK; BOARD APPROVED: 7/27/04. REVISED: TITLE CHANGE, PG, MQ, ER 12/14 CH; BOARD APPROVED: 01/27/15; REVISED MQs 04/12/21, LM; BOARD APPROVED: 04/27/21

## TITLE I SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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