

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>DIRECTOR OF TITLE 1 / SPECIAL PROGRAMS</b>	<b>REPORTS TO:</b>	Superintendent
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**TRAINING QUALIFICATIONS**

- Master's degree or higher with training in curriculum and instruction and data analysis
- Valid Ohio administrative certificate/license or completion of necessary course work
- Minimum of three years experience in education
- Instructional coaching and/or administrative experience preferred
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL** To work collaboratively with district leadership team to provide the highest quality education so that each student leaves our district career and college ready

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS** The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:

POSITION NO. 1.20

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Assists in the district wide Curriculum and Instructional goals and objectives
2. Oversees all collection, dissemination and analysis of district-wide data
3. Oversees the district's Decision Framework and the organization of TBT, BLT and DLT meetings as it applies to the districts OIP(Ohio Improvement Plan) and the CCIP
4. Oversees the district's Latchkey program; including staff and budget matters
5. Prepares all required accountability reports and monitors implementation of Title 1 programing and other Federal programs and grants
6. Monitors Federal Grants programs and all School Improvement requirements
7. Oversees implementation of grant funded programing
8. Manages all Non-Public and Auxiliary budgets and programs including necessary reports
9. Assists in the development of job embedded training opportunities
10. Works with outside vendors including the MVESC on contracts for services and budgetary matters
11. Serves as the district's point of contact for eTPES
12. Ensures cohesive articulation of professional development planning K-12
13. Assists in the implementation of 21<sup>st</sup> Century programing across grade levels and departments
14. Works collaboratively with all building principals and other district departments to ensure clear focus on the district's vision
15. Oversees the district wide afterschool programs – 21<sup>st</sup> Century, Title 1, etc. and prepares any reports related to said programs
16. Provides periodic updates to the board of education at the superintendent's request
17. Completes other duties and responsibilities assigned by the superintendent

TERMS OF EMPLOYMENT	260 contract days
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