

TITLE: TITLE ONE COORDINATOR

QUALIFICATIONS:

1. Master of Education, Education Specialist, or Doctorate Degree.
2. Strong background in Federal Programs with thorough understanding of applicable Federal Education Program laws and curricular needs.
3. Background experience as a federally funded educator or supervisor.
4. Strong background in problem solving, planning, and implementing.
5. Excellent communication and inter-personal skills.
6. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO:

Superintendent (or designee) of Cassia Joint School District #151.

SUPERVISES:

All Title One staff in conjunction with building Principal

JOB GOAL:

To provide beneficial educational programs for children who qualify for Title One services. To maintain fiscal responsibility to federal allocations and work in concert with the school district to provide for supplemental education services for students that are at-risk of failing school.

PERFORMANCE RESPONSIBILITIES:

- Organizes and submits to the Idaho State Department of Education the district's Title I - A, project application (Consolidated Plan) in order to implement instructional, administrative, and parental involvement activities funded through Federal and State sources. Related responsibilities include:
 - The targeting of schools to be served;
 - Coordination with local non-public schools and institutions for neglected and delinquent children;
 - Allocation of staff to teaching assignments;
 - Budget preparation;
 - Participant identification;
 - Consultation with teachers, parents and other communities;
 - Assessment of program needs;
 - Specification of individual activity characteristics;
 - Development of program and/or budget amendments as needed;
 - Program evaluation.
- Collaborates with the District Curriculum Director and Director of Special Education to develop a comprehensive and coordinated academic program that meets the needs of students performing below state and federally established standards.
- Serves at the request of principals as advisor and special consultant to teachers participating in Title I – A activities.
- Conducts and/or arranges staff development activities appropriate for all Title I – A staff.
- Implements plans and procedures for maintaining fiscal responsibility within the Title I – A programs by assisting with expense reports/reimbursement requests as required, requisitions for materials/equipment, monitoring expenditures, and inventory procedures for equipment.
- Oversees the development/implementation/coordination of Title I – A program curricula in relation to the curriculum of regular district programs by or through:

- promoting the use of basal or supplementary instructional material identical to and/or supportive of district-adopted material;
- program evaluation comparing Title I – A student performance with median district performance;
- applying instructional monitoring procedures consistent with those in use within the district;
- integrating the instructional program for Title I - A, Title I - C (Migrant), Title III (LEP), and State LEP among the schools and articulating curricula between Title I - A, Title I - C (Migrant), Title III (LEP), and State LEP and other state or federal compensatory programs;
- assisting with the development, implementation and appropriate use of district classroom management system components and procedures;
- participating in proposed and ongoing curriculum development projects related to the implementation of Title I - A, Title I - C (Migrant), Title III (LEP), and State LEP activities;
- Recommending changes or improvements in the Title I – A instructional program as needed.
- Work towards developing an improved understanding of participating Title I – A students' educational needs on the part of teachers, administrators and parents and interprets the educational progress of students to them through;
- Media releases (newspaper, radio, TV);
- Conference presentations at local, state, and national levels;
- Presentation to school and district level audiences;
- Presentations to public and civic organizations.
- Supervises district summer school program(s) that are funded through federal program dollars.
- Acts as district liaison to the National Office of Federal Programs, State Department of Education and State Board of Education.
- Oversees, prepares and/or submits reports and other documents to appropriate agencies as required by the Elementary and Secondary Education Act (ESEA) regulations.
- Assumes responsibility for own professional development by keeping current with literature, new research findings and improved techniques in implementing programs, which includes the evaluation of new instructional methods and programs for possible appropriateness and effectiveness of use with Title I – A programs; and for attending appropriate professional meetings.
- Attends to other responsibilities related to and/or impacting upon the Title I – A program as directed by the National Office of Federal Programs, Idaho State Department of Education; the Idaho State Board of Education; State Superintendent for Instruction and/or the Cassia Jt. District Superintendent.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

TERMS OF EMPLOYMENT: Twelve month contract beginning August 1.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

SALARY: Salary based on current district administrative salary schedule.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge

of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

January 21, 2016