

## TITLE I COORDINATOR

Primary Function: Provides District-wide leadership in the development, planning and improvement of Title I programs; monitor implementation of the District's Title I program and develop appropriate reports for state and federal agencies.

Directly Responsible To: Assistant Superintendent/Instructional Services

### EDUCATION AND EXPERIENCE:

1. Education
  - A. Valid California Administrative Credential
  - B. Valid California Teaching Credential
  - C. Master's degree
2. Experience
  - A. Three years of progressively responsible experience in education administration and/or instructional improvement programs for disadvantaged students.
  - B. Fluency in Spanish is required.

### DUTIES AND RESPONSIBILITIES:

1. Serve as District specialist in Title I education for disadvantaged students; identify areas in which programs and materials are needed; plan for the development of needed programs and materials and organize teams to assist in curriculum development and writing.
2. Organize and direct District staff, including teachers and principals, in planning, formulating objectives and evaluating curriculum related materials and programs for disadvantaged students.
3. Provide leadership of resource teacher support services to assist sites in implementation of Title I programs.
4. Monitor implementation of the District's Title I program and develop appropriate reports for state and federal agencies; develop school site Biliteracy budget allocation criteria for District schools.
5. Serve as District leader in assisting individual schools with program development, innovation and adaptations to meet site and pupil needs.

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6. Provide leadership in evaluating the quality of Title I services and report the results of such evaluation.
7. Provide leadership in assessing inservice education needs and in planning and developing inservice education opportunities for teachers, such as special classes, demonstrations, workshops, orientations and area meetings; provide for inservice opportunities for staff.
8. Administer special programs requiring expertise in areas related to assigned duties and provide leadership in the coordination of Title I services.
9. Provide leadership for the District's Cultural Competency program.
10. Serve as liaison between the District and community groups.
11. Supervise Title I certificated and classified program staff.
12. Plan, organize and implement long and short term programs and activities designed to develop assigned programs and services.
13. Prepare and maintain detailed records of department functions and activities.
14. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
15. Operate a computer and assigned software programs; operate other office equipment as assigned.
16. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

1. District organization, operations, policies and objectives
2. Policies and objectives of assigned program and activities
3. Budget preparation and control
4. Oral and written communication skills
5. Principles and practices of administration and supervision

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6. Applicable laws, codes, regulations, policies and procedures
7. Interpersonal skills using tact, patience and courtesy
8. Operation of a computer and assigned software

### Ability To:

1. Plan, organize and administer Title I program activities for the District
2. Plan and organize staff development programs related to Title I student needs
3. Train and evaluate the performance of assigned staff
4. Review existing and pending legislation related to procedural guidelines and the District's Title I program and recommend origination, modification, or support of legislative measures
5. Maintain current knowledge of applicable provisions of applicable laws, rules and regulations
6. Communicate effectively both orally and in writing
7. Interpret, apply and explain rules, regulations, policies and procedures
8. Establish and maintain cooperative and effective working relationships with others
9. Operate a computer and assigned office equipment
10. Analyze situations accurately and adopt an effective course of action
11. Meet schedules and time lines
12. Work independently with little direction
13. Plan and organize work
14. Prepare comprehensive narrative and statistical reports

### WORKING CONDITIONS

#### Environment:

1. Office environment

Physical Abilities:

1. Dexterity of hands and fingers to operate a computer keyboard
2. Sitting or standing for extended periods of time
3. Hearing and speaking to exchange information and make presentations
4. Seeing to read and write of reports