

JOB DESCRIPTION

TITLE COORDINATOR, TITLE I BASIC PROGRAM

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in Education or other related discipline and two years related experience and/or training. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board members.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              Director, Federal and State Grants

#### GENERAL RESPONSIBILITIES

1. Coordinates the planning, implementation and evaluation of the Collier County Title I Basic programs, including Choice/Supplemental Education Services (SES), and parent involvement programs.
2. Provides interagency coordination between school district, Department of Education (DOE), and community partners for program implementation and compliance.
3. Coordinates the implementation of ESEA regulations that impact the Title I Basic programs.

#### SPECIFIC RESPONSIBILITIES

1. Coordinates and assists school-based personnel in implementing Title I Basic after-school programs through allocations, facilities, budget, human resource, and legal management.
2. Establishes system and procedures (prioritization and eligibility plans) for the collection of data in Title I Basic programs.
3. Establishes a district-level plan for providing parents and school personnel training in methods on importance of establishing and maintaining an effective home-school partnership.
4. Ensures compliance with Title I Basic private school requirements of federal and state regulations, including provision of timely and equitable instructional staff development and parent involvement services, in coordination with the Coordinator of Private Schools.
5. Prepares Choice/SES project application and program/budget amendments in consultation with the Manager of Title I.
6. Provides Director of Federal and State Grants with support in completing the Title I Basic project application.
7. Maintains records for purposes of compliance with Title I Basic regulations.
8. Prepares local, state and federal reports pertaining to Title I Basic programs, including comparability, District Title I Plan, and monitoring work papers.
9. Monitors Title I Basic allocations and budget expenditures for school-wide/targeted

Assistance, homeless, Choice/SES and private schools.

10. Coordinates the acquisition of program materials and equipment, in consultation with the Budget Specialist.
11. Coordinates in-service activities for Title I Basic support and school-based personnel, including participating private schools.
12. Attends state and regional meeting and conferences as required and disseminates information as they impact Title I Basic Programs and compliance.
13. Oversees the collection, reporting and dissemination of Basic student information for ESEA required set-asides.
14. Provides parents of participating children with timely information about Title I/NCLB CHOICE and SES program goals, objectives, strategies and activities.
15. Insures the accuracy of the CHOICE/SES counts in both regular and summer terms.
16. Coordinates SES with state approved providers and services contracts for Board approval.
17. Coordinates Title I Public Choice options with participating schools, local LEA out-of-zone, open enrollment and other public school choice options.
18. Performs other duties as assigned.