

## JOB DESCRIPTION

TITLE Coordinator, Title I Migrant Education 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	Bachelor's degree in Education, Administration, Business or related field from an accredited college or university; or one of two years related experience and/or training; or equivalent combination of education and experience.
Language Skills	Ability to read, analyze, and to interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
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	Florida Teaching Certificate.
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 frequently 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 abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
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 Migrant program.
2. Provides guidance and direction to target school principals and staff on program implementation and compliance.
3. Coordinates the implementation of NCLB regulations that impact the Title I Migrant program.

## SPECIFIC RESPONSIBILITIES

1. Provides support for the attainment of instructional and professional development goals in district School Improvement Plans and Title I Migrant Program.
2. Coordinates migrant after-school programs.
3. Oversees the collection of data that determines migrant student eligibility and funding for program services.
4. Prepares migrant project applications and program/budget amendments.
5. Maintains records for purposes of compliance with Title I Migrant regulations.
6. Prepares local, state and federal reports.
7. Monitors Title I Migrant allocations to insure funds are not commingled until all the needs of migrant children have been met as per NCLB and State guidelines.
8. Coordinates the acquisition of program materials and equipment.
9. Compiles and reviews data for the annual assessment of the educational needs of migrant children.
10. Coordinates in-service activities for Title I Migrant support and school-based personnel.
11. Attends state and regional meeting and conferences as required.
12. Oversees the collection, reporting and dissemination of migrant student information by the support services staff including the migrant home-school liaisons, records clerk and data entry personnel.
13. Oversees the implementation of the Migrant support services.
14. Other duties as assigned.