

Job Description

Job Title: Coordinator of Title I Programs

Supervisor: Director of Elementary Curriculum and Development

Position Code:

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

1. Position is responsible for coordinating and managing elementary Title I programs among identified school sites, families, and the larger community, while integrating knowledge of Every Student Succeeds Act (ESSA) to promote equity while meeting the needs of students from diversified backgrounds. In addition, the coordinator assists with keeping the communication flowing between federal programs, curriculum and development and elementary school leadership departments; working with Title I team members and programs; scheduling meetings; planning and facilitation professional development, managing professional learning opportunities, and working directly with key stakeholders. Review, understand and implement the requirements of federal mandates, Virginia Department of Education (VDOE) regulations and the Title I program
2. Attends VDOE meetings, elementary principal meetings, and professional development in order to meet federal and state requirements and deadlines.
3. Coaches and supports Title I elementary administrators alongside the Directors of Curriculum and Development and Elementary School Leadership in goal setting, planning, development, implementation, and monitoring of action plans that will guide school leaders in meeting their instructional leadership objectives for their schools to meet performance targets
4. Supports Title I elementary administrators in implementation and improvement of the Continuous School Improvement Plan (CSIP) and the Office of School Quality (OSQ) mandates.
5. Assists Director in overseeing the Title I priorities, activities, and plans to ensure program efficiency, accountability, and concordance with division targets and strategic goals.
6. Ongoing analysis of data (formal and informal) to determine effectiveness and fidelity of implementation of current instructional interventions and inform programmatic changes.
7. Develop and oversee procedures for determining materials and supplies; maintain accurate inventories of items purchased with federal, state, and local funds.
8. Communicate, collaborate, and coordinate with Title I teachers, administrators, families, and/or community agencies and groups, regarding program questions, suggestions, concerns and/or compliance issues.
9. Perform related work as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Extended Learning or other appropriate administrators.

Job Specifications

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, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

Must possess a Master's degree in education or related field and a minimum of 5 year's successful experience as a classroom teacher. Preferred, K-12 Administration and Supervision endorsement. Must have knowledge of the Elementary and Secondary Education Act as Reauthorized by Every Student Succeeds Act of 2015 and the Virginia Standards of Learning, and School Board policies, regulations, and procedures. Must have considerable knowledge of the needs of Title I students from diverse backgrounds and various learning abilities and styles.

Must be able to demonstrate an understanding of the job requirements and principles of effective techniques for at-risk students; exhibit professionalism when working with others, including families and members of the community; and demonstrate respect for the confidential nature of professional information. Must have the ability to submit reports on time; communicate and collaborate effectively with school division personnel, administrative and instructional staff; provide timely feedback on issues; analyze data used to evaluate the effectiveness of the program; and develop, organize, and provide in-service training for personnel. Must have strong organizational skills

Working Conditions and Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director of Elementary Curriculum and Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Title I Program will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Elementary Curriculum and Development or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

11/2022 CR