

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: COORDINATOR, TITLE I 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 preferred 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/
LICENCE:**

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 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: Principal

PERFORMANCE RESPONSIBILITIES:

1. Coordinates the planning, implementation and evaluation of the Ellis School Title I programs 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 afterschool programs and summer 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 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 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. Provides Principal with support in completing the Title I project application.
6. Maintains records for purposes of compliance with Title I regulations.
7. Prepares local, state and federal reports pertaining to Title I programs, including comparability, District Title I Plan, and monitoring work papers.
8. Monitors Title I allocations and budget expenditures for school-wide/targeted assistance, homeless, and private schools.
9. Coordinates the acquisition of program materials and equipment, in consultation with the Principal.
10. Coordinates in-service activities for Title I support and school-based personnel, including participating private schools.
11. Attends state and regional meeting and conferences as required and disseminates information as they impact Title I Programs and compliance.
12. Oversees the collection, reporting and dissemination of Title I student information for ESEA required set-asides.
13. Provide parents of participating children with timely information about Title I/NCLB CHOICE and EES program goals, objectives, strategies and activities.
14. Insures the accuracy of the counts in both regular and summer terms.
15. Performs other duties as assigned.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

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|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Rarely required |

Hand Manipulation:

- | | |
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| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- | | |
|---------------|-----------------|
| 1. Twisting: | Rarely required |
| 2. Bending: | Rarely required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling: | Rarely required |
| 6. Crouching: | Rarely required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Rarely required |

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

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|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____
- 8. 4 to 10 years _____ X
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.