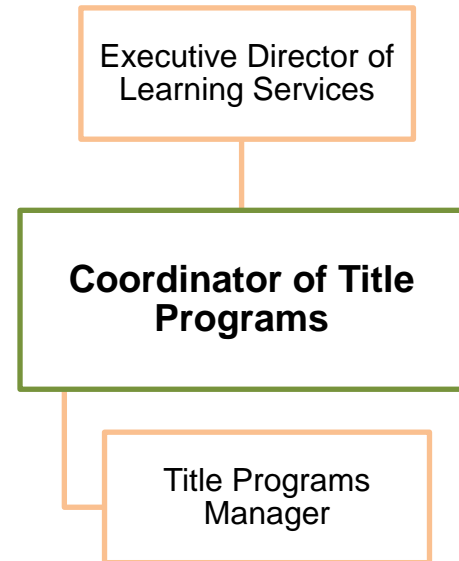


COORDINATOR OF TITLE PROGRAMS
(GRANT-FUNDED POSITION)

Job Title:	Coordinator of Title Programs
Initial:	March 2015
Revised:	July 11, 2019
Work Year:	260 days
Office:	Education
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Schedule:	Administrative

Related Organization Chart



POSITION SUMMARY: The Coordinator of Title Programs shall provide leadership for all aspects of development, implementation and evaluation of Title programs and related ESEA programs. The Coordinator facilitates program compliance, implementation, evaluation and all related state and federal reporting requirements. The Coordinator oversees the Consolidated Grant Application process and provides professional development for principals and program leaders. The Coordinator also supports schools with parent engagement in compliance with state guidelines and federal law.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon project assignments and other factors.

- Provides leadership for Title programs and related ESEA programs including the development, management and revision of the District Consolidated Grant Application.
- Coordinates planning, fund allocation, evaluation and reporting with Title I principals and program leaders to ensure effectiveness of programming and compliance with state and federal guidelines to include set-aside activities (i.e. homeless, migrant, private schools and parent engagement).
- Facilitates Title I principal meetings and provides professional development related to program improvement, evaluation and compliance with federal Title programs.
- Stays abreast of Colorado Department of Education (CDE) guidelines and federal legislative changes and communicates with district leadership regarding policies and procedures related to ESEA.
- Develops, reviews and renews district policies and procedures to comply with federal Title program expectations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Supports the District Unified Improvement Planning process and reviews Title I school Unified Improvement Plans to ensure alignment with plans and budgets.
 - Ensures federal compliance is met for parent involvement.
 - Develops and oversees data collection for program evaluation and needs assessments for program planning and improvement.
 - Serves as district family and community engagement liaison.
 - Provides professional development related to family and community engagement.
 - Coordinates with community agencies to support families needing assistance.
 - Provides assistance to Title I schools in identifying possible funding sources for parent engagement activities.
 - Develops a plan to increase parent engagement in Title I schools.
 - Collects and monitors parent engagement data and participation rates.
 - Researches and facilitates community partnership opportunities.
 - Presents on parent engagement topics and provides assistance to Title I school principals in planning and facilitating Title I parent engagement events.
 - Coordinates and facilitates workshops to support increased student achievement and parent engagement.
 - Ensures compliance oversight and implementation of the McKinney-Vento Act.
 - Provides information to schools to support families with available resources such as food, clothing, shelter, and medical treatment.
 - Provides direct support, training and counsel to school-based family liaisons.
 - Coordinates and oversees all district managed program activities.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position supervises and evaluates the Title Programs Specialist and other Title staff, as directed.

Budget Responsibility: Solely responsible for developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Master's degree in curriculum and instruction, educational leadership or related field plus additional coursework required for certification or licensure.

Experience:

- A minimum of five (5) years of teaching and/or building level administrative experience.
- Experience coordinating Federal Title programs and grants.
- Experience with curriculum, policy and procedure, program management, accounting, interpersonal relations, evaluation, negotiation and technology.

Knowledge Skills & Abilities:

- General working knowledge of Title programs, compliance requirements and grant-funded programs.
- Knowledge of effective programming to increase student achievement with high-poverty and at-risk populations.
- Ability to work well with others in a diverse educational community.
- Advanced written and oral communication skills.
- Strong organizational and time-management skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to effectively facilitate learning among adults.
 - Ability to work in a self-directed way and work independently.
 - Demonstrated knowledge of personal computers and computer application skills.

Certificates, Licenses, & Registrations:

- Colorado Department of Education Principal or Administrator License.
- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate to individuals and groups. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: Work is generally performed in a typical school or office environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, evaluate, use interpersonal skills, and compile. Frequently required to synthesize and analyze. Occasionally required to compare and copy.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.