



COORDINATOR – TITLE I PROJECT

SUMMARY/SCOPE/GOAL

Provide administrative direction for all components of the Title I program following district, state, and federal guidelines; plan, organize, and coordinate activities of a federal grant program to include leadership oversight of the program budget, implementation, and administration.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution.
- Minimum of three (3) years' successful teaching experience in an educational setting.

PREFERRED/DESIRED:

- Title I experience preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Florida Teacher Certification.
- Certified in Educational Leadership, Administration and Supervision, or Administration by the State of Florida.
- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Plan, develop, and coordinate all aspects of the Title I program following district, state, and federal regulations.
2. Ensure all requirements specified by the grant priorities are effectively monitored and accomplished utilizing discretion and sound judgment.
3. Develop an annual project application and prepare interim and end-of-year reports required by the Florida Department of Education.
4. Develop and manage the federal budget for the Title I program aligned with district strategic goals.
5. Develop, approve, and monitor budget and personnel lists of all Title I school programs and Title I Pre-K programs.
6. Enhance learner outcomes through the district support of the delivery of high-quality curriculum and professional development.
7. Plan and implement a comprehensive system of personnel development necessary to the education of students who qualify for Title I services.
8. Develop record-keeping procedures to keep data required by federal programs.

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9. Monitor and support public, charter, private school Neglect and Delinquent programs and Migrant & Homeless education.
10. Plan and administer the Title I budget under the direct of the Director of Title I and Early Childhood Educations.
11. Deliver, modify, and integrate instructional and administrative technology appropriate to the unique needs of at-risk students.
12. Oversee and conduct in-services and trainings for district and school-based personnel related to policies, procedures, best practices, curriculum, data input, collection, and disaggregation.
13. Develop/update manuals and communicate information for efficient operation of the Title I program.
14. Supervise and evaluate resource teachers.
15. Oversee activities including locating, identifying, evaluating, and providing appropriate services for children who may be homeless or migrant.
16. Develop and implement varied staff development activities for Title I.
17. Attend state and national meetings, as appropriate, to support Title I programs.
18. Travel to locations within and outside of the county as necessary to perform job responsibilities.
19. Attend conferences and other professional development opportunities to remain current in the Title I field.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of federal rules and guidelines pertaining to federal projects, state projects, and school board rules and regulations. An in-depth understanding of the requirements and fiscal aspects of state and federal programs. Knowledge of evaluation procedures and data analysis. Ability to direct and oversee large scale projects. Implement and evaluate program components for Title I. Ability to manage multiple priorities. Ability to keep abreast of latest technologies required in the accomplishment of job. Ability to develop, plan, and manage a budget. Ability to communicate effectively with the public and all levels of school district personnel and parents. Ability to supervise and maintain effective working relationships. Ability to organize records and prepare federal reports using strong written and oral communication skills. Ability to travel in and out of the county.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Elementary Leading and Learning
TITLE CODE:	C2126	CONTENT BY:	Director, Early Childhood and Title I
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	4/28/15	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/9/06	Developed	Director, Early Childhood and Title I
1.1	2/27/15	Revised	
1.2	12/01/2020	New Format	Ellie Kelly – Human Resources
1.3	12/01/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.