

TITLE

Supervisor of Federal Programs/Title I Director

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement, certificate, license, or other legal credential required; and
- Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree;
- Degree(s) required in area of major study; and
- Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

JOB GOALS

- To use federal funding opportunities to the greatest benefit for the system's educational programs, facilities, and personnel; and
- Ensure Title I and NCLB programs are in compliance with Federal laws; and
- Supervise supporting teachers; and
- Other duties that may arise that pertain to the job and assigned by the Director of Schools.

ESSENTIAL FUNCTIONS

- Self monitoring of Title I Office and Title I Schools (every year between State Monitoring)
- Principal Attestation
- Coordinate with Head Start & Pre-K
- Private Schools Letter
- Parent Notification Booklet
- Parent/Community notification of results of test data
- Parent notification letter if their child is going to be taught by someone for four or more weeks that is not highly qualified
- Equipment inventory
- Consolidated performance report
- Comparability report
- Certification of Employment (Title I Teachers)
- Consolidated Plan and Budget
- Procurement Document
- Amendments and addendums
- Release from Staff Development (5%) of funds
- Federal Programs Acceptance or Release of Formula Funds
- Attend Fed. Programs meeting and workshops

- Run test reports for schools
- Notify parents and other stakeholders of testing results (AYP)
- Parent Involvement requirements (all activities mentioned in law)
- Technical Assistance to Schools in all areas
- Supervise and work with County wide Title I funded positions
- Maintain and develop professional library for education
- Surveys: Parents, staffs, students, other community stakeholders
- Any other Title I duties
- Evaluate Teachers
- Assumes responsibility for writing all proposals and filing all applications
- Evaluates all federally funded projects
- Prepares project updates, amendments, and addendums and submits them to the proper agencies
- Supervises the implementation of the needs assessments and projects
- Assists in securing bids when needed
- Monitors and keeps in close contact with those who are involved in the projects
- Cooperates with community agencies that are involved in the program
- Helps plan and assist in methods of involving parents
- Plans for the implementation of the evaluation design for a given project
- Prepares the evaluation form for the state agencies
- Prepares and maintains records, reports, and inventories necessary for state/local regulations
- Prepares and administers the budget and sees that projects operate within funded budgets

Additional Title I Duties:

- TCSPP Coordination
- Staff Development Planning
- Record of attendance at Staff Development
- Stipend Record Keeping
- Any other assigned duties by Director and/or State Department
- Assist with DIBELS

PHYSICAL DEMANDS

This job may require lifting or carrying of objects that exceed 10 lbs. Other physical demands that may be required are as follows:

- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

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TEMPERAMENT (personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform arithmetic operations quickly and accurately.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Supervisor of Federal Programs and Title I

