

**Job Title:** COORDINATOR, TITLE I  
**Reports to:** Federal and State Programs Director  
**Dept./School:** Federal and State Programs  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 25, 2022

### **Primary Purpose**

Monitor and evaluates, ensuring state and federal/ state compliance for federal/state programs including but not limited to: Title I; Campus Improvement Program plans. Also serves as the federally mandated district McKinney-Vento/Foster Liaison. Collaborates with district staff and outside personnel to achieve program goals and objectives, and provide assistance and training to formulate, develop, implement, and evaluate federal/state programs.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Valid Texas teaching certificate  
Mid-management/principal certification, preferred

### **Special Knowledge/Skills**

Ability to organize and evaluate district wide program  
Ability to interpret data  
Knowledge of curriculum and instruction  
Strong organizational, communication, and interpersonal skills  
Working knowledge of federal and state program rules and regulations, preferred

### **Experience**

Minimum of three years classroom experience  
Campus administration experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Program Management**

1. Inform Chief Instructional Officer of current and impending legislation.
2. Inform the Parent Community/Bilingual/ESL Coordinator of Title I parent involvement requirements.
3. Advise campuses on Title I requirements and compliance.
4. Compile information needed to prepare compliance reports.
5. Develop and coordinate formative evaluations of the federal/state programs and recommend changes based on the findings.
6. Participate in the drafting of project of proposals and reports, including the writing and development of program goals, objectives and budget for federal & state programs.

### **Consultation and Coordination**

7. Serve as liaison between Federal & State Programs and other agencies on joint projects that are federally funded.

8. Consult with administrators, counselors, teachers, community agencies and other relevant individuals regarding federal/state programs.
9. Consult with, conduct trainings for and monitors for principals/campuses for: CNA's and CIPs.
10. Consult with and monitor local Private Non Profit (PNPs) who have expressed interest in receiving Title I and Title II funding for their campuses for their qualifying students.
11. Monitor student assignment to and release from Val Verde Juvenile Detention Facility through coordination with center staff.
12. Coordinate with Student Services, PEIMS, and campuses by serving as the federally required district McKinney-Vento Families in Transition/Foster Care and Unaccompanied Youth Liaison.
13. Conduct trainings and continuing education for district staff on the McKinney-Vento program.
14. Monitor the academics and attendance of homeless and foster care students and unaccompanied youth.
15. Certify and provide resources necessary for school success to homeless students and unaccompanied youth in a timely manner.

#### **Budget and Inventory**

16. Coordinate services for homeless students and unaccompanied youth with district personnel and outside agencies.
17. Consult with PEIMS department to ensure proper PEIMS coding of homeless and foster students and unaccompanied youth. Coding will be done by the McKinney-Vento Liaison for homeless, foster unaccompanied and at risk youth.
18. Coordinate with the transportation department to ensure all McKinney-Vento and Foster students have access and utilization of district transport to and from school as required by federal law.
19. Assist in developing budget and cost estimates on documented program needs.
20. Monitor expenditures of grant-funded activities to ensure compliance with federal guidelines.
21. Evaluate purchase requests as allowable/unallowable as they relate to federal & state funds.

#### **Policy, Reports, and Law**

22. Monitor timeline of Title I requirements for campus and district compliance.
23. Assist in compiling, maintaining and filing all physical and computerized reports, records and other documents required, including required financial reports to TEA.
24. Adhere to policies established by federal and state law, State Board of Education rule, and local board policy.

#### **Other**

25. Perform other duties assigned by supervisor.
26. Maintain confidentiality of information.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work frequent prolonged and irregular hours. Frequent district wide and intra-state travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_