

Openings as of 9/7/2021***Coordinator of Title I***

JobID: 11224

**Position Type:**

Administrative Staff

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7/29/2021

**Location:**

DISTRICT OFFICE

**POSITION PURPOSE:** To enhance the success of the District in the deliverance of superior education to students by providing management and supervisory support for the Title I and Associated projects.

**ESSENTIAL FUNCTIONS:**

Coordinate program and fiscal aspects of Title I to meet the requirements of the Elementary and Secondary Education Act (ESEA).

Develop project applications, applicable budgets, and amendments for Title I, A and D, federal school improvement grants, Migrant Education, and other federal grants as required.

Oversee the budgets of Title I, A and D, and other federal budgets as required.

Coordinate efforts to assist Title I schools in providing effective family involvement activities.

Coordinate the development and submission of all necessary reports and records for Title I and other projects to ensure that specified timelines are met.

Assist schools in the development and implementation of school wide projects.

Prepare responses to specific requests for program information for Title I and other projects as directed.

Assist the Director of Grants Management in conducting a continuous program review of Title I and other projects.

Supervise the tracking of Title I school allocations, Title I Inventories, and budgets.

Supervise Department and school expenditures to ensure compliance with Federal and State regulations.

Collaborate with schools in the development of grants for high poverty schools

Provide technical assistance to neglected and delinquent institutions and non-public schools in planning, developing and implementing Title I programs.

Conduct self-monitoring process in Title I schools as required by the South Carolina Department of Education.

Develop and implement procedures to ensure monitoring requirements are met at the district and school levels.

Consult with non-public schools to develop the Title I services in non-public schools.

Assist appropriate school personnel in resolving issues related to Title I and other projects.

**ADDITIONAL DUTIES:** Performs other related tasks as assigned by the Chief Instructional Services Officer, Superintendent or other district office administrator as designated by the Superintendent.

**QUALIFICATIONS**

Graduate of an accredited college or university and hold a postgraduate professional license with an endorsement as a supervisor/administrator.

Successful experience in public education as a teacher and/or administrator is required.

Candidates must possess a minimum of fifteen hours of graduate study in supervision and related fields, such as curriculum development, instructional procedures and materials, research techniques, the interpretation and use of tests, evaluation of instruction, child growth and development, career education and computer technology.

Candidates must possess strong organizational skills and the ability to work independently.

Strong writing and research skills with attention to detail are required.

Candidate must possess strong computer skills with demonstrated knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**EXPERIENCE:**

Four to ten years related experience and/or training; or equivalent combination of K-12 education and experience.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

**WORK PLACE EXPECTATIONS:**

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

**REPORTS TO:** Director of Grants Management

**DAYS PER YEAR:** 260

**SALARY CLASSIFICATION:** Coordinator - LEVEL 202

**EMPLOYEE GROUP:** Administrative

**APPLICATION PROCEDURES:** Must apply online by completing an "Administrative" application and adding this specific job to your online application.

**FLSA STATUS:** Exempt

**EMPLOYEE'S ACKNOWLEDGEMENT STATEMENT:**

1. I have reviewed the above position description and understand its contents.
2. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.
3. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee's Name (Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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