

ASSOCIATE DIRECTOR OF TITLE I PROGRAMS, K-12

TITLE: Associate Director of Title I Programs, K-12

REPORTS TO: Superintendent or Designee

SUPERVISES: Title I Instructional Specialists, Teachers, Social Workers and related office staff.

JOB FUNCTION: To lead, facilitate, coordinate and monitor the implementation, operation and evaluation of Title I Programs to ensure students of poverty achieve at high levels.

MEASURES OF SUCCESS:

- Increase student achievement in Reading and Math across the Title 1 schools (MAP, KPREP, etc.)
- Increase family engagement rates across the Title I schools.
- Increase support for Title I schools as indicated on survey results from stakeholders.
- Annual audit results and monitoring visits by state and federal agencies indicate successful implementation of all federal legislation and state guidelines
- All private and home school services are implemented according to federal regulations.

DUTIES AND RESPONSIBILITIES:

- Directs the formulating and writing of Title I programs at the district and school level.
- Coordinates the efforts to assure successful implementations of the approved programs.
- Directs parent involvement/engagement activities at the district and school level.

ASSOCIATE DIRECTOR OF TITLE I PROGRAMS, K-12

- Performs the needed administrative tasks for effective implementation of the Title I programs.
- Manages multi-million dollar Title I budget both at the district and school level.
- Coordinates with the Instructional Specialists (Math and Reading) in directing the work of the staff in carrying out the intent of the project
- Works with the principals and staff in planning, developing, implementing and evaluating the program in each of the eligible schools.
- Identifies needs and plans with the Instructional Specialists for the pre-service and in-service sessions for the instructional staff.
- Coordinates and conducts pre-service and in-service sessions for the staff.
- Maintains a program of regular visitation for assurance of compliance with Title I legislation and guidelines.

ASSOCIATE DIRECTOR OF TITLE I PROGRAMS, K-12

DUTIES AND RESPONSIBILITIES (CONT.):

- Reviews and approves purchase requests for materials, teaching supplies, and equipment needed for use in the programs.
- Directs the testing program by selecting, ordering, and collecting tests required for eligibility and for evaluation of the Title I programs.
- Provides the orientation of new staff.
- Facilitates the program for the non-public schools' and homeschools' eligible students.
- Facilitates the program in the neglected and delinquent institutions.
- Supports the principals and instructional staff in the schools with parent engagement.
- Provides information regarding the effectiveness of the program to the appropriate district leadership personnel.
- Supervises Administration Assistant.
- Attends local staff meetings of administrative and supervisory personnel and attends area, state, and national professional meetings upon approval.
- Maintains regular attendance.
- Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's Degree or higher

ASSOCIATE DIRECTOR OF TITLE I PROGRAMS, K-12

- At least five (5) years of successful classroom teaching experience, including experience with “at risk” at both the primary and intermediate levels, and preferably some successful administrative experience.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certification for Supervisor of Instruction, Administration, and or Superintendent
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.

Original Date: _____

Revision Date: 07/1995

Revision Date: 07/2012

Revision Date: 03/2017