

**Job Description**

Job Title: **Title Coordinator**  
 Job Family: **Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **July 1, 2014**

Job Code: **4091**  
 FLSA Status: **Exempt**  
 Pay Range: **L 10**  
 Work Year: **12 months**

**SUMMARY:** Develop, supervise, monitor and evaluate the District Title programs. Collaborate with other special programs and Senior Staff to improve student achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Monitor and ensure that the Title programs comply with state and federal laws, rules and regulations.	D	10%
2. Supervise secretarial staff.	D	1%
3. Assist Title I principals, teachers and executive directors in writing, revising, implementing and evaluating school improvement plans.	M	15%
4. Develop and monitor Title budgets. Specific and direct oversight of Migrant Education, Title VII, and Title X Grant and personnel.	M	10%
5. Serve on the Department of Student Engagement Initiatives' Leadership Team to ensure a coordinated effort between the initiatives to meet the mission, vision, values and goals. Serve as the team leader and key advocate for Federal Programs.	W	5%
6. Attend Coaches, Content, Staff Development and Student Achievement Team meetings etc., as needed, to coordinate ideas and activities.	M	15%
7. Assist in developing, monitoring, coordinating, and evaluating district unified improvement plan.	M	20%
8. Keep abreast of the most current developments and research in the area of "at-risk" students, other Title supported populations and best practices in content areas and instruction by attending conferences, workshops and seminars, reading publications and conducting Internet searches.	M	5%
9. Support Title principals, teacher and executive directors in staying current with state and federal guidelines	M	2%
10. Attend Front Range Title I Directors' Meeting to keep current with state and federal guidelines.	M	1%
11. Assist staff in Title I schools with program evaluation.	Q	5%
12. Develop and write Title proposals in coordination with Federal Consolidated Application.	A	10%
13. Perform other duties as assigned.	Ongoing	1%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree plus additional coursework required for certification or licensure.
- Minimum of three years of experience working with at-risk students or in a Title I school.
- Minimum of two years of experience in a school leadership role.
- Minimum of one year experience in school administration preferred.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Colorado Principal's License preferred.
- Ability to frequently travel among district facility locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Ability to lead District Administrators in school and district-wide improvement planning process.
- Knowledge of Title programs, state and federal laws, rules and regulations related to Title programs; school-wide and district wide improvement planning process; school administration at the building level; budget management and accounting; and curriculum and professional development.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Microcomputers.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Student Engagement Initiatives, Director	050302

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Business Applications Support Clerk	1	050201
	Teacher on Special Assignment	1	0050TS
	Youth Advocate	2	080414

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develop Title budgets.
- Develop and direct oversight for Title X, Title VII, and Migrant Education Budgets
- Assist in developing, monitoring and coordinating school-wide Title budgets in conjunction with Principals, executive directors and senior staff throughout the District.
- Participate in initiating requisitions.
- Solely responsible for the administration of the Title budgets
- Assist in developing, monitoring, coordinating and evaluating district unified improvement plan.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	