

Hyde County Schools

Director of Title I Program

Nature of Work

Under limited supervision, performs a variety of supervisory and administrative tasks to provide leadership and coordination of Title I program in accordance with the federal and state guidelines. Employee coordinates the implementation of the Title I program in coordination with the Director of Instruction, Chief Finance Officer, and Title I school stakeholders. This implementation includes but is not limited to – providing help to eligible schools in preparing their Title I Plans, maintaining appropriate federal and state documentation, establishing and monitoring the Title I budget in conjunction with the finance department, ensuring adherence to federal mandates, state guidelines and local policies and procedures.

Duties and Responsibilities

In cooperation with the Director of Instruction, monitor the effectiveness of all Title I programs and efforts

Respond to all/inquiries regarding Title I programs, funds, procedures, etc.

Compile data for various federal and state reports and plans

Provide consultation and support for school-based leadership

Works with Diversity Specialist/Parent Liaison Coordinator to monitor and assist eligible schools with the implementation of Title I Parent Components.

Works with Parent Coordinator to provide leadership and programs for the Title I District Parent Advisory Council

Works closely with non-public schools who receive funds through the Title I federal grant

Provide supervision of designated program employees

Consult with centrally-based staff to ensure coordination of program efforts and adherence to federal, state and local policies and procedures

Coordinate with appropriate agencies, parents and school personnel to resolve problems and secure resources and services.

Respond to community and school queries regarding program offerings and operating procedures.

Assist schools, as requested, with school staff-community relations and parent involvement issues.

Maintain open communication with all levels of the school system hierarchy; maintain regular contact with other Directors in order to exchange ideas, share information and develop successful plans.

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Maintain appropriate files and documentation as required by law.

Read various publications and attend various seminars and conferences to continuously upgrade professional knowledge.

Attend regular state meetings regarding updates and changes in federal requirements.

Perform other related work/activities as required by the position or as requested by supervisor.

Minimum Training and Experience

Master's degree in Education or related field and 5 - 7 years of experience as an educator which provided the required knowledge, skills and abilities to carry out the role successfully.

Minimum Qualifications Essential to Job Function

Employee must be physically able to operate a variety of equipment including computer, facsimile machine, audio-visual equipment, copier, calculator, etc. Must be physically able to operate a motor vehicle and travel throughout the LEA. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work usually requires walking or standing to a significant degree.

Essential Job Functions

Monitors the effectiveness of federal program in eligible schools and ensure adherence to federal, state, and local policies and procedures; visit schools to review documentation; review individual school plans and (federal) budget

Respond to calls/inquiries regarding assigned federal program(s)

Works closely with non-public schools who receive funds through federal grants

Monitors and assists eligible schools with implementation of Title I Parent Components

Provides leadership for the Title I District Parent Advisory Council

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants as assigned. Supervise personnel as assigned including hiring, firing, evaluating, monitoring and travel requests.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats; coordinate data reports for various federal, state & local reports

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Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional settings

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Requires the ability to deal with people beyond giving and receiving of instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state and local requirements regarding the Title I program.

Considerable knowledge of the needs of Title I students from diverse backgrounds and various learning abilities and styles.

Considerable knowledge of local, state and federal policies and procedures regarding education

Considerable knowledge of the organization and communication channels of the school system

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations

Considerable knowledge of the principles of supervision, organization and administration

General knowledge of the Common Core and North Carolina Essential Standards

Skill in listening and developing relationships

Ability to plan, develop and implement and evaluate programs

Ability to develop and implement policies, procedures and standards for services offered

Ability to evaluate existing programs and make recommendations for improvements

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information

Ability to effectively express ideas orally and in writing

Ability to make oral presentations before large groups of people

Ability to exercise considerable tact and courtesy in frequent contact with the public

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Ability to establish and maintain effective working relationships as necessitate by work assignments

Ability to work constructively within a team environment

Demonstrate an ability to manage fiscal, physical and human resources to successfully carry out the function and programs of the office

Ability to interpret statutes and regulations for principals and teachers

Reports to: Superintendent

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.