

Title I Coordinator

Job Description

Qualifications:

1. Qualifications as outlined in West Virginia Code 18A-4-7a.
2. Minimum of a masters degree.
3. West Virginia certification in elementary education and reading specialization.
4. West Virginia certification in educational administration preferred.
5. Trained and experienced in developing and providing staff development for teachers and aides.
6. The ability to demonstrate effective teaching techniques.
7. Ability to communicate effectively with students, school personnel, and parents.
8. Ability to work cooperatively with others.

Immediate Supervisor: Director of Federal Programs

Duties and Responsibilities:

1. Visit Title I schools and observe in Title I and regular classrooms on a scheduled basis.
2. Monitor and evaluate the implementation of the Reading Recovery Program.
3. Coordinate Title I Program with regular classroom instruction.
4. Assist with the selection of supplemental programs/materials designed to meet the needs of individual students.
5. Assist with the development of the school-wide and county Title I plans.
6. Participate in school level and county parent advisory and council meetings.
7. Assist in the planning and implementation of professional development designed to meet defined needs of the Title I program.
8. Provide orientation and systematic follow-up assistance to new Title I personnel.
9. Assist Title I teachers, classroom teachers, and Title I aides with planning and implementing the Title I curriculum.
10. Consult with teachers and parents to assist in meeting students' academic needs.
11. Assess and report on Title I programs and students' achievement and progress toward meeting county and state instructional goals and objectives.
12. Provide public relations activities to communicate the program's goals and accomplishments to students, staff, parents, and community members.
13. Maintain accurate, complete, and punctual records as required by law, county policy, program or administrative directives, and the county Title I plan.
14. Maintain and improve professional skills through participation in relevant staff development programs.
15. Perform other job related duties as assigned by the Director of Federal Programs.