



**Job Title:** Title I Coordinator

**Exemption Status/Test:** Exempt/Administrative

**Reports to:** Assistant Director of Special Programs

**Date Revised:** May 27, 2015

**Dept. /School:** Special Programs

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**Primary Purpose:**

Coordinate the district Title I program. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate Title I programs.

**Qualifications:**

**Education/Certification:**

Master's degree

**Special Knowledge/Skills:**

Knowledge of federal and special program rules and regulations

Ability to interpret data

Strong organizational, communication, and interpersonal skills

**Experience:**

1 year experience in federal program management

**Major Responsibilities and Duties:**

**Program Management**

1. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for Title I including preparing standard applications for federal funds to Texas Education Agency (TEA).
2. Serve as liaison between school and district on Title I processes and procedures.
3. Monitor Title I programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
4. Develop and implement a continuing evaluation of Title I programs and implement changes based on the findings.
5. Provide training to campus administrators on federal compliance requirements.
6. Provide continuous monitoring and campus audits to ensure campus compliance with Title I regulations.
7. Assist with the organization and implementation of Title I summer programs.
8. Compile budget and cost estimates based on documented program needs.
9. Provide training on Title I procedures to campus accounting clerks and secretaries.
10. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to TEA.
11. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of Title I campus liaisons.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.