

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 317
Updated: November 2010

Position Title: **School-Wide Title I Coordinator**

Qualifications:

- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Bachelor's Degree from an accredited college or university.
- Successful classroom teaching (emphasis on elementary education).
- Reading Licensure 316 and/or 317.

Immediate Supervisor: Building Principal

Position Function:

The School-wide Title I Coordinator shall act as the team leader of the Title I program. They are responsible for coordination and placement of teachers and educational assistants to the various classrooms. The coordination must develop a budget in cooperation with the State and the Tri-County School Board.

Specific Responsibilities:

1. Act in an advisory capacity to the principal and District Administrator.
2. Establish guidelines for the school-wide program of instruction in Title I.
3. Coordinate diagnostic and corrective techniques, individual appraisals and inventories, a testing program, and the proper placement of students in the Title I program.
4. Supervise the teacher aides, other teachers, instructional material usage and course of study of the school-wide Title I program.
5. Act as a resource person for the selection and use of instructional materials and the demonstration of teaching techniques to fit pupil needs.
6. Attend parent or community meetings representing the school on all Title I concerns.
7. Perform the necessary needs assessments and overall evaluation of the Title I program.
8. Inform parents of Title I instructional goals and progress toward achieving these goals.
9. Submit yearly teacher and teacher aide work schedules to the Principal.
10. Develop Program Objectives for Title I using current needs assessment data.
11. Review eligibility of students participating in the Title I program.
12. Maintain knowledge of current trends in reading and math education, and encourage professional improvement on the part of all teachers.

Evaluation: Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.