

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 318
Updated: September 2009

Position Title: Title I (School Year) Migrant Coordinator

Qualifications:

- Bachelor's degree or higher in education
- Wisconsin Department of Public Instruction license in elementary and/or secondary education
- Bilingual in Spanish-English is desirable.
- 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
- Ability to lead and manage others effectively.

Immediate Supervisor: Building Principals

Position Function:

The licensed Title I Migrant Coordinator is a professional school employee in charge of conducting the Title I Migrant Needs Assessment, preparing and submitting a program proposal to the Department of Public Instruction (DPI) and preparing and submitting an evaluation of the program at the end of each year. Additionally, the Coordinator acts as the main link between the District and the DPI on Title I Migrant matters.

Specific Responsibilities:

1. Attends professional conferences to implement updated instructional practices.
2. Confers with Title I Migrant personnel, Title I personnel, Building Principal(s), District Administrator, parents/guardians and the DPI.
3. Implements state and federal requirements in the school system.
4. Maintains Title I Migrant inventory.
5. Conducts Title I Migrant Needs Assessment.
6. Prepares project proposal for Title I Migrant.
7. Prepares project evaluation.

8. Disseminates materials for Title I Migrant teachers and educational assistants.
9. Assists in planning educational programs designed for parents.
10. Serves as liaison between administration and Title I Migrant teachers and educational assistants.
11. Coordinates the Title I and Title I Migrant programs.
12. Insures coordination between the Title I Migrant Program and District programs.
13. Assists educational assistants to be effective instructional personnel by writing and providing usable lesson plans for classroom usage.
14. Conducts regularly scheduled meetings with classroom teachers who have migrant children in their classes.
15. Reports the academic progress of the migrant children to their parents/guardians.

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.