

**Title I Supervisor  
New Hanover County Schools**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Title I Supervisor**

**QUALIFICATIONS:**

1. Master's degree in School Administration
2. Prefer five or more years' experience as a principal.
3. Experience working with high needs schools.
4. Demonstrated experience in the area of School Improvement Planning.
5. Other qualifications as the superintendent and board may determine appropriate.

**REPORTS TO:** Director of Elementary Education

**JOB GOAL:** To provide support, assistance, and leadership to Title I and CSI/TSI schools, participating private schools, and principals in charting and managing the continuous school improvement process with Federal Funds and NCStar.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Support all Title I and participating private schools to develop and maintain an instructional leadership program which is fiscally responsible and aligned to all local, state and federal goals/requirements.
3. Participate in and provide professional learning to build the capacity of school administration and school leadership teams in assessing, creating, and monitoring school improvement efforts through NCStar.
4. Work with Title I school principals to resolve school-based concerns and issues; provide recommendations, engage stakeholders and provide feedback through direct support and relevant coaching comments that supports the action steps of both district and school indicators of student success.
5. Assist in assimilating data (student performance data, perception data, process and implementation data) to focus and guide school improvement efforts and coordinating professional development services for Title I schools which are aligned with school system and school based instructional plans and goals.

6. Assist in preparation of grant applications to receive Federal Funds to implement the Title I Program. Monitor grant expenditures to ensure the program is implemented within Federal rules and regulations. Review school plans and budgets; visit schools to review documentation.
7. Monitor, keep records, and prepare for audit of Title I program and funds allocated to the Local Education Agency. Create, prepare and submit required local, state and federal reports.
8. Participate in weekly consultations with the Director of Elementary Education and Director of Secondary Education to share school improvement updates in an effort to support district project goals, professional development, and instructional initiatives.
9. Perform other duties and responsibilities as assigned by the Director of Elementary Education.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/FLSA Exempt

**Starting Salary and/or Grade:** SAII

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to present information effectively using multimedia and latest technology.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of Google Suite and the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.