

# BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

## Job Description: Title I Coordinator

REPORTS TO: Site Administrator/Principal

Assists in the federal and state funded programs working with Site Administrators.

### PRINCIPLE RESPONSIBILITIES:

- Responsible for overseeing Title I programs and monitoring to ensure compliance with NCLB, Federal Program monitoring, the LEA Plan, and meeting the goals of improving student achievement
- Implement and monitor Title I services as mandated by NCLB, the LEA Plan, and Federal Program monitoring guides
- Support site Title I Programs in coordination required monthly meetings
- Assist and manage the development of the School Site Council and schools' Single Plan for Student Achievement.
- Assist and manage the creation and updates for the School Accountability Report Card (SARC)
- Assist with Program Improvement plans
- Assist in the evaluation of the School's Title Programs and coordinate procedures necessary for comprehensively monitoring student progress
- Execute and prepare forms, records, and reports as required to manage the program
- Manage the Title I – SES program including budget set aside for parent involvement, staff development, and program improvement items such as choice and supplemental services
- Provide assistance with site parent involvement programs
- Attend conferences and meetings to keep current on Title Programs laws, regulations, and guidance requirements
- Other duties as assigned