

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

TITLE I COORDINATOR

POSITION: Title I Coordinator

REPORTS TO: Chief of Equity, Engagement, and Early Access (EEEE)

LOCATION: EEEA and Title I Schools

NATURE OF WORK:

The Title I Coordinator is responsible for portions of the Title I application, developing written processes, managing inventory, preparing required submissions for review, submission of federally required Title I documents, school-based support to Title I principals and preparation of Title I school, district, state, and federal documents.

ESSENTIAL FUNCTIONS:

- Work collaboratively with the Title I Leadership team, Title I principals, staff, and community partners;
- Work in a high demanding, detail-oriented environment;
- Make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Plan, organize, prioritize, and coordinate the work of others at the direction of the Chief;
- Develop and achieve identified goals and milestones for the St. Mary's County Title I Program;
- Successfully complete grant applications;
- Design and implement school wide plan refinement; and
- Provide mentoring and support to Title I principals.

DUTIES AND RESPONSIBILITIES:

- Coordinate assigned documents, reports, submissions, and activities for the Title I Program;
- Design and implement data collection systems to create a more consistent Title I school wide plan and documentation process;
- Compile and submit required reports (including federal and state required reporting);
- Achieve and maintain Title I compliance, foster creativity, innovation, and increased efficiency for assigned areas of responsibility while maintaining compliance with regulations;
- Develop strategies for increasing program visibility and expansion, ensuring compliance in assigned areas;
- Plan effectively for initiatives that braid funds while maintaining cost objectives;
- Coordinate all areas affecting the Title I program and provide support to principals as directed;
- Attend and engage in Title I school, district, and state meetings;
- Attend and engage in tri-county district level Title I planning meetings;
- Attend and engage in assigned community meetings, agencies, and in Title I stakeholder meetings;
- Prepare presentations and professional development related to the Title I program for organizations, agencies, and conferences;
- Provide fiscal oversight and accountability for Title I purchases and Title I coordination of services, supplies, and materials for offices, assigned classrooms, activities, and events;

- Develop and distribute guidance documents for Title I to streamline processes and procedures for efficiency;
- Develop and execute Title I transition plans with the Chief and Director of Parent and Family Engagement for children moving from one school year to the next or from one Title I school to another;
- Actively participate in Title I staff meetings at the district and school level to ensure component compliance monitoring;
- Facilitate district or school meetings on a biweekly schedule to review and monitor data collection, and the documentation of activities;
- Develop evaluation information for federal and state monitoring of grant funds and program goals;
- Work collaboratively with staff to ensure Title I compliance as Title I teams develop and implement academic, nutrition, and health programs to meet the needs of children;
- Observe school staff at the request of the Chief of Equity, Engagement, and Early Access or Principal, using the established observation protocol;
- Coordinate professional development opportunities for Title I staff and training opportunities for families as directed; and
- Other duties as assigned.

QUALIFICATIONS:

- Possess Administrator II certification;
- Minimum five years' experience as a Title I principal;
- Demonstrate knowledge of federal grant management, Uniform Grant Guidance, and COMAR as it relates to Title I;
- Demonstrate effective implementation of Title I regulations, Uniform Grant Guidance, and COMAR to successfully advance Title I initiatives;
- Experience with successfully managing and overseeing the federal Title I grant within the last five years at the district level;
- Experience with successfully implementing district and school-based staff development;
- Demonstrate ability to relate positively to colleagues, children, and families;
- Experience in coordinating/managing the federal Title I grant or sub-grants;
- Demonstrate effective and efficient communication skills, both orally and in writing;
- Demonstrate thorough working knowledge of current technology to include critical programs, database, record keeping, office equipment, and software; and
- Ability to maintain sensitive and confidential records and prepare reports from such records with accuracy.

TERM OF EMPLOYMENT:

This is a grant funded position. Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA