

ST. MARY'S COUNTY PUBLIC SCHOOLS
CERTIFICATED POSITION DESCRIPTION

Title I Teacher: Non-Public and Program Support (Grant-Funded)

POSITION: Title I Teacher for Non-Public (.6) and Title I Program Support (.4) Teacher (Grant Funded)

REPORTS TO: Chief of Equity, Engagement, and Early Access

LOCATION: Title I Non-Public Schools, EEEA, and Title I Schools

NATURE OF WORK:

This is a professional position to meet the Title I instructional and compliance goals of the participating non-public schools and school system by delivering instructional programs, effectively to ensure student achievement in the non-public schools who receive Title I service. The Title I Teacher Position serves participating Non-Public students in identified schools (.6) and provides programmatic support, including compliance and federal documentation requirement tasks, to the SMCPs Title I program at the school and district level (.4). This position requires Time and Effort reporting.

ESSENTIAL FUNCTIONS:

- Be able to work independently without supervision;
- Ability to relate well to students, colleagues, parents, and community members in public and nonpublic settings;
- Ability to maintain the integrity of the Title I non-public program in a participating non-public school;
- Direct and evaluate student learning experiences in Title I Non-Public Schools;
- Provide direct instruction and guidance to students to promote education development and welfare in the Title I non-public program;
- Provide care and protection of Title I property in the Title I non-public and SMCPs' Title I program;
- Supervise student activity within the Title I program in the participating non-public school;
- Plan and coordinate the Title I Non-Public instructional program in accordance with the current curricula;
- Work in conjunction with other Title I staff to improve delivery of instruction in the non-public program;
- Build and manage the schedule with the Title I Non-public school to ensure that students receive the appropriate amount of service time with Title I staff;
- Deliver focused instruction to individual students or small groups of Title I eligible non-public students;
- Participate in Title I professional development to share at the non-public school-level;
- Develop, implement, expand, and refine Title I Non-Public programs;
- Analyze data to impact instruction in the Title I non-public program;
- Prepare, analyze, and synthesize Non-Public evaluation data;
- Prepare Title I Reports for Non-Public Schools;
- Support, Coordinate, Collect, and Analyze Title I data from the Title I program;

- Manage documentation for the Title I Annual Program review from the district, Title I schools, and the participating non-public schools;
- Possess a working knowledge of federal regulations as they apply to Title I and required reports;
- Prepare and support the successful completion of assigned reports that are federal requirements of the Title I program which may include the Title I Participation Report, Title I Comparability, components of the Title I application document, Schoolwide plans, and Parent and Family Engagement plans; and
- Serve as an invested and active participant in the federally required Title I non-public consultation process with non-public administration.

DUTIES AND RESPONSIBILITIES:

This position will provide the following service for Title I eligible students and staff servicing these students:

- Assumes major responsibility for the instructional support of Title I non-public programs at participating non-public schools;
- Facilitates collaborative team discussions and other data-based decision-making sessions with Title I non-public staff;
- Works collaboratively with all non-public Title I staff and other Title I administrative staff working with Title I eligible students within the assigned schools;
- Provides instructional leadership in Title I non-public program implementation and prepares Title I required reports in a timely manner;
- Models and provides coaching for other staff providing service to Title I eligible students, focusing on areas identified through the needs assessment and consultation process with the non-public schools;
- Assists Non-Public parents with the administration and interpretation of formal and informal assessments;
- Conducts professional development for Title I parents, teachers for private school children, and other colleagues at the Title I non-public schools;
- Meets with the Chief of Equity, Engagement, and Early Access (EEEE), the Director of Parent and Family Engagement (PFE), Title I non-public school principals, Title I principals on a regular basis;
- Supports Title I non-public student assessment, administration, and analysis;
- Assist in the preparation of county, federal, and state reports related to compliance monitoring.
- Support maintaining inventory and other records, both paper and electronic;
- Reinforce implementation, record-keeping, and compliance documentation strategies with identified school-based staff, the instructional leadership team, and administration;
- Support and schedule established Title I initiatives with identified staff as needed and as intended;
- Provide Title I support for Parent Family Engagement events at Title I schools;
- Keep a detailed electronic calendar for Time and Effort reporting;
- Communicate courteously and tactfully with students, colleagues, and the school community through verbal, written, and electronic modes; and
- Other Title I non-public responsibilities and duties as assigned.

QUALIFICATIONS:

- Possess a valid certificate in early childhood and/or elementary education (APC or master's degree preferred);
- Minimum of four years of successful teaching experience;
- Minimum of three years of Title I experience;
- Knowledge of curriculum and staff development; federal program requirements for Title I; and
- Demonstrated knowledge of Title I federal requirements, Uniform Grants Guidance, and the Elementary and Secondary Schools Act (ESSA) as it relates to Title I regulations.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 07.18.2022