

Job Title: **Title & Family Partnerships Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Work Year: **12 months**

Job Code: **4091**
 FLSA Status: **Exempt**
 Pay Range: **L13**

SUMMARY: Support schools and district staff by developing, supervising, monitoring, and evaluating the district title programs. Ensure programs comply with state and federal rules and regulations. Collaborate with district leadership on various Title budgets and responsible for the direct oversight of specific title budgets and personnel. Collaborate with other special programs and district leaders to improve student achievement and outcomes. Stay current with developments and best practices affecting “at-risk” students and other Title supported populations. Assist in developing, implementing, and evaluating district improvement plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Monitor and ensure the Title programs and district parent engagement programs comply with local, state and federal laws, policies, and/or regulations. Monitor the compliance of Title I and III Parent Engagement. Assist with analyzing available data to enable the development of appropriate actions.	D	25%
2. In collaboration with the Equity and Engagement Department, support with monitoring and evaluating the inclusiveness of parent engagement efforts and alignment to equity objectives. Maintain records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents. Assist staff in Title I schools with program evaluation.	M	15%
3. Create processes and provide on-going professional development opportunities to staff and parents regarding equitable practices in Parent Engagement. Develop and provide professional development workshops, classes, and activities determined by needs analysis, and recruit volunteers from the community to host various workshops and classes.	M	15%
4. Collaborate with the Executive Director of Equity and Engagement to develop and monitor Title budgets. Specific and direct oversight of Migrant Education, Title VII, and Title X Grants. Responsible for BOE Policy 2.10 monitoring report.	M	10%
5. Support Title principals, teachers, and executive directors in staying current with state and federal guidelines. Keep abreast of the most current developments and research in the area of “at-risk” students, other Title supported populations, and best practices in content areas and instruction by attending conferences, workshops and seminars, reading publications and conducting Internet searches. Attend Front Range Title I Directors’ Meeting to keep current with state and federal guidelines.	M	10%
6. In collaboration with district stakeholders, develop and write Title proposals in coordination with Federal Consolidated Application.	A	9%
7. Serve on the Department of Equity and Engagement leadership team to ensure a coordinated effort between the initiatives to meet the mission, vision, values, and goals. Serve as a key advocate for Federal Programs.	W	5%
8. Attend Coaches, Content, Staff Development and Student Achievement Team meetings etc., as needed, to coordinate ideas and activities.	M	5%
9. Assist in developing, monitoring, coordinating, and evaluating the District’s Unified Improvement Plan (UIP), comply with Colorado Department of Education (CDE) requirements. Assist Title I principals, teachers, and executive directors in writing, revising, implementing and evaluating school improvement plans.	M	5%
10. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree plus additional coursework required for certification or licensure.
- Minimum of three (3) years of experience working with at-risk students or in a Title I school.
- Minimum of two (2) years of experience in a school leadership role.
- Minimum of one (1) year of experience in school administration preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal’s License preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Excellent interpersonal relations and oral and written communication skills.
- Ability to lead District Administrators in school and district-wide improvement planning processes.
- Knowledge of Title programs, state and federal laws, rules and regulations related to Title programs; school-wide and district wide improvement planning process; school administration at the building level; budget management and accounting; and curriculum and professional development.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Computers
- Computer software, including but not limited to, Google and Microsoft applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Equity and Engagement	3116

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Native Youth Advocate	1	080417

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop Title budgets.
- Develop and direct oversight for Title X, Title VII, and Migrant Education Budgets
- Assist in developing, monitoring and coordinating school-wide Title budgets in conjunction with Principals, executive directors and senior staff throughout the District.
- Participate in initiating requisitions.
- Solely responsible for the administration of the Title budgets.
- Assist in developing, monitoring, coordinating and evaluating district unified improvement plan.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	