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

SUPERVISOR OF TITLE I

POSITION: Supervisor of Title I

REPORTS TO: Director of Title I and Community Engagement

LOCATION: Department of Curriculum and Instruction

NATURE OF WORK:
The Supervisor of Title I provides leadership and support to students, families, school-based staff at Title I schools, and stakeholders within the Title I schools' community to foster a whole-child approach to improving student success. The Supervisor complies with federal, state, and local regulations for Title I to ensure compliance with requirements and meet collaboration expectations across departments. The Supervisor provides transparency, advocacy, and support for parents and families. The Supervisor will prepare reports and submissions. The Supervisor coordinates with the Director of Title I and Community Engagement with the supervision and evaluation of the SMCPS' Title I program.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, parents/guardians, and community members
- Ability to understand and maintain confidentiality and manage sensitive information with discretion
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community promptly
- Ability to work under pressure and manage competing deadlines
- Ability to provide direction to the designated personnel to ensure full compliance with Title I requirements
- Ability to plan and implement short and long-range objectives that relate to the departmental and system-wide objectives
- Ability to lead, support staff, and communicate professionally and effectively with internal and external stockholders regarding Title I and Title I programming
- Demonstrate strong interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment
- Demonstrate thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, procedures, and contractual and negotiated agreement obligations

- Possess knowledge of the programs, policies, and procedures of St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Supports the evaluation of Title programming and the appropriate Title I staff
- Primary responsibility and oversight of all components of the Title I program, including Schoolwide programs, Parent and Family Engagement, and Equitable Services, Comparability, Participation Reporting, and the Consolidated Application as it relates to Title I.
- Demonstrates working knowledge of Title I fiscal practices, the Title I budget, and each Title I school's budget and budgetary record-keeping
- Timely and accurate submissions of all required reports.
- Supports the evaluation of Title I programs, using qualitative and quantitative information to foster a whole-child approach to improving student success
- Plans and supports student transition with students and families from early childhood to elementary and elementary to middle school.
- Works with school-based staff to expand opportunities in Title I schools
- Conforms with all State and Federal laws and regulations regarding Title I
- Makes programmatic recommendations to the Director of Title I and Community Engagement
- Assumes the primary responsibility for the preparation of the Title I application, including Title I Schoolwide Programming, Title I Parent and Family Engagement, Title I Equitable Services, Homeless, and Title I required reservations
- Assists in the preparation of special reports related to grants braiding with larger grants on behalf of the Title I program when necessary
- Provides in-service workshops for Title I staff specifically designed to strengthen community engagement
- Demonstrates comprehensive knowledge regarding ongoing and new Title I and related laws and requirements
- Reviews and reports recent changes in legislation, policies, and procedures
- Provides mentoring and support to Title I principals regarding programmatic expectations
- Actively participates in Title I school, district, and state meetings, SMCPS Title I meetings, and assigned community and agency meetings.
- Provides fiscal oversight and accountability for Title purchases and Title I coordination of services, supplies, and materials for offices, assigned classrooms, activities, and events.
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Possess a master's degree.
- Possess an Advanced Professional Certificate and Administrator I endorsement.
- Demonstrated knowledge of appropriate instructional and curricular methodologies.
- Have a minimum of five years of successful teaching experience

Preferred:

- Have a minimum of three years of successful principal experience in a Title I school
- Successful Title I administrative experience at the district level

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

This position is paid through Title I and other grant funding as it becomes available.

BARGAINING UNIT ELIGIBILITY: SMASA

New 03.2025, 06.2025