

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

DIRECTOR - TITLE I AND FAMILY ENGAGEMENT II

POSITION: Director - Title I and Family Engagement II

REPORTS TO: Chief Academic Officer

LOCATION: Department of Curriculum and Instruction

NATURE OF WORK:

The Director of Title I and Family Engagement provides leadership and support to students, families, and school-based staff at Title I schools, other SMCPs schools, and stakeholders within the greater St. Mary's County community to foster a whole child approach to improving student success. The Director complies with federal, state, and local regulations for Title I and other programs to ensure compliance with requirements including Title I, the Judy Center, and early childhood programming. The Director provides transparency, advocacy, and support for parents and families. The Director will support parents and families with concerns, questions, or assistance navigating needed services. The Director will provide support and prepare reports and submissions related to other duties. The Director coordinates the supervision and evaluation of federal, state, and local programs including strategic planning, program improvement, and staff evaluation within SMCPs.

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 oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- 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
- Demonstrate strong interpersonal skills in order 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 and be flexible in work responsibilities

- Possess 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 the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Supports the evaluation of Title I personnel and program by the appropriate evaluation program; and students, families, and school-based staff at Title I schools to foster a whole child approach to improving student success
- Responsibility and oversight of all components of the Title I program, including Schoolwide programs, Parent and Family Engagement, 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.
- Manages and provides oversight of the application, enrollment, and registration of full day Pre-Kindergarten in alignment with the Blueprint for Maryland's Future Pillar I.
- Supports the evaluation of 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 to middle school as consistent with Title I regulations and transitions from childcare programs into early childhood programs
- Supports children and families in transitions in early childhood programs in collaboration with early childhood staff and the Judy Center and middle school and high school staff Collaborates with Title I principals, assistant principals, and staff, and central office staff as needed
- Participates in Division of Instruction meetings
- Demonstrates working knowledge of early childhood programs focusing on recruitment, eligibility, and enrollment of the Pre-Kindergarten 4 full day program.
- Demonstrates working knowledge of elementary, middle, and high school programs
- Works with school-based staff to expand opportunities in early childhood and in Title I schools primary through intermediate levels, fosters partnerships, and facilitates CTE experiences as required in Title I regulations
- Conforms with all State laws and regulations regarding Title I and the Blueprint for Maryland's Future with early childhood programming including Pre-Kindergarten and the Judy Center Early Learning Hubs
- Recommends and reports directly to the Chief Academic Officer adjustments to Title I plans and programming, and early childhood programming modifications or programmatic changes based on qualitative and quantitative data or regulation,
- Assists, supports, and prepares the Title I application, including Schoolwide Programming, Parent and Family Engagement, Equitable Services, Homeless, and required reservations
- Assists in the preparation of special reports related to grants braiding with larger grants when necessary
- Provides in-service workshops for staff specifically designed to strengthen family and community engagement
- Participates in the preparation of the operating budget as it pertains to federal, state, and local programs
- Provides oversight and evaluation for the Judy Center Early Learning Hubs and programmatic staff.
- Demonstrates knowledge regarding ongoing and new Title I and related law and requirements

- Demonstrates knowledge regarding ongoing and new early childhood and related law and requirements
- Serves as the SMCPs educational equity point of contact
- Reviews and reports recent changes in legislation, policies, and procedures
- Evaluates findings and suggests changes or modifications to improve Title I and other programs
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:**Required:**

- Administrator I or II endorsement
- Minimum of three (3) years as a principal

Preferred:

- Successful administrative experience in a Title I school
- Successful administrative experience at the district level
- Elementary and Secondary school-based experience

TERM OF EMPLOYMENT:

Full-time twelve-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range H. This position is paid through Title I and other grant funding as it becomes available. Time and effort reporting are required.

BARGAINING UNIT ELIGIBILITY: SMASA

New 03.12.2025