



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Title 1 Coordinator	Exemption Status:	Exempt
Reports to:	Director of Federal Programs	Pay Grade:	03
Works with:	District Personnel	Days:	226
Dept. /School:	Federal Programs	Date Revised:	04/28/2020

Primary Purpose:

To assist with the Title 1 Part A and C program requirements and regulations of the federal programs, and the school improvement process. This position will work under the office procedures of the established function of Federal Programs and Academic Services to ensure best practices for teachers at the campus level, and to assist with school improvement requirements.

Prerequisites:

- Master's Degree in Education;
- Valid Teaching Certificate; and
- Minimum of three years of successful teaching experience.

Special Knowledge/Skills:

- Title 1, Part A and C Education Program, district and state program implementation, best practices; federal laws and regulations.
- Self-teaching and being motivated to acquire necessary knowledge and expertise to complete assignments
- Within prescribed timelines
- Problem solving skills, decision-making, planning, organization, and time-management
- Computer skills
- Exhibiting a positive attitude and professional behavior to support colleagues, principals, and teachers in achieving district goals
- Ability to present information, read and correctly interpret federal statute, rules, regulations and guidance documents
- Ability to meet timelines and project deadlines as assigned
- Establish and maintain working relationships with principals, teachers, and to be skilled as a member of a team
- Leadership and management experience
- Strong communication skills
- Extensive knowledge of data analysis and process monitoring

Major Responsibilities and Duties:

1. Coordinates with the Director for Federal Programs
2. Coordinates the efforts to assure successful implementations of the approved programs.
3. Works with the principals in planning and implementing program
4. Works directly with the staff in carrying out the program in the schools.

5. Identifies needs and plans with the professional development department for the pre-service and in-service sessions for the staff.
6. Assist with the coordination and integration of services with other educational services.
7. Assist campuses with the school improvement process through technical assistance and guidance
8. Maintains in the Title 1 schools, a program of regular visitation for assurance of compliance with the guidelines.
9. Identifies and submits purchase orders for materials, teaching supplies and equipment needed for the use in the programs. Assists with distribution of materials
10. Coordinates the testing programs; selecting, ordering, and collecting tests required for eligibility and for evaluation of the Title 1 programs.
11. Evaluate annually the content and effectiveness of the parent involvement policy towards improving the academic quality of the Title 1 Part A schools.
12. Cooperates with the principals and instructional staff in the schools for parent involvement.
13. Coordinates the program for the non-public schools' eligible students.
14. Coordinates the program, in the neglected and delinquent institutions.
15. Attends local staff meetings of administrative and supervisory personnel and attends area, state, and national professional meeting upon approval.
16. Coordinate summer school programming in collaboration with the Federal Programs Director.
17. Attend required training.
18. Other duties as needed to ensure the effectiveness of the program.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse, and occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: May work prolonged hours.

Mental Demands: Work with frequent interruptions, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: _____

Nate Carman, Ed D

Date

6-3-20