ROLE DESCRIPTION

POSITION TITLE: Title I Coordinator (part time- approx. 20 hours per week)

WORK LOCATION: Superintendent's Office

REPORTS TO: Asst. Superintendent for Curriculum, Instruction, and Assessment

The Title I Coordinator is responsible for planning and executing the Title I grants. The coordinator will coordinate with the NHDOE Title I Consultant, Assistant Superintendent for Curriculum & Instruction, Principals, Language Arts, Math and Technology Coordinators, Title I Tutors, Central Office, and non-public school administrators to operate a Title I Targeted Assistance model program.

Primary Job Responsibilities:

- Write, edit, and updated annual title I grant based on federal allocation and district needs
- Create a budget for title I services for the district, working closely with building administrators and coordinators
- Create a spending plan for budgeted District funds allocated to the "Title I-like schools" which do not receive federal Title I funding
- Assist Title I schools in determining eligibility of students for targeted Title I services and selecting neediest students in rank order. Maintain Title I student selection sheets, participation rosters and exit records for the District (LEA)
- Annual reporting requirements as needed by NH DOE
- Update PowerSchool with title I student names
- Assist building administrators and coordinators in planning of family engagement nights/activities
- In collaboration with the building administrators and coordinators, complete a needs assessment at the end of each school year to determine with each Title I school how to effectively address Title I student needs for the next school year
- Procure "necessary and reasonable" goods and services for effective operation of the Title I program, following Federal Funds spending regulations. This involves interfacing with SAU HR and Payroll regarding staffing and Accounts Payable for timely processing of purchase orders and expenditures
- Coordinate with the District Homeless Liaison to maintain a list of McKinney-Vento (homeless) students. Have extensive knowledge of the MV law. Ensure homeless student's automatic eligibility for Title I and other services, including bus transportation
- Coordinate plans to address student needs beyond the school year (Summer program)
- Participate in audits as needed by gathering data and documentation

Minimum Requirements:

- 5 years' experience in a school setting
- Teaching Certification preferred but not required
- Proficient with Microsoft Suite products, including Word and Excel
- Ability to accurately maintain records
- Maintain a high level of confidentiality

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