DIRECTOR OF TITLE I

QUALIFICATIONS:
Master’s Degree in Education
At least five (5) years of successful experience in teaching reading

REPORTS TO:
Assistant Superintendent for Curriculum and Instruction

POSITION GOAL:
(1) To coordinate, evaluate, and improve the Title I program in the elementary, middle, and high schools.
(2) To serve as a consultant in English, reading and language arts instruction and curriculum by working with principals and teachers in the various buildings.

PERFORMANCE RESPONSIBILITIES

Textbooks
1. Assists the Assistant Superintendent for Curriculum and Instruction in his/her duties related to textbook adoption in the areas of reading and language arts.

Program Implementation
2. Directs the implementation of new reading programs as they are adopted.

Title I
3. Directs and coordinates the Title I reading program:
   a. Maintains an awareness of the rules and regulations of Title I.
   b. Maintains a working relationship with the Title I staff in the Department of Education.
   c. Develops the program, including testing, program planning and evaluation.
   d. Assumes responsibility for writing the application and submitting forms to the Title I office.
   e. In accordance with MCCSC procedures, purchases materials and equipment within the Title I budget.
   f. Provides in-service training for the Title I staff consistent with the overall objectives of the MCCSC curriculum.
   g. Evaluates the program.
   h. Prepares the end-of-year evaluation report.
   i. Evaluates Title I teachers in cooperation with building principals.
Pilot Programs
4. Coordinates pilot programs in cooperation with publishers of materials.

Articulation
5. Serves as coordinator of elementary and middle school reading/language arts councils and/or other committees created for the purpose of improving language arts articulation among the schools.

High Schools
6. Assists high school department chairpersons in English, language arts and reading as requested by the Assistant Superintendent for Curriculum and Instruction.

Summer School
7. Responsible for summer school.

Materials Selection
8. Assists principals and teachers in selecting materials and equipment to improve their reading, language arts and English programs.

Teacher Resource Center
9. Serves as supervisor of the Teachers Resource Center, maintains the budget, purchases or replaces instruction materials as the budget permits, and supervises staff.

Special Programs
10. Coordinates and supervises federally financed programs in reading, English and language arts. Coordinates and supervises locally financed programs in reading.

In-service Education
11. Coordinates in-service education programs needed in reading, language arts and English.

Tests
12. Coordinates and supplies, when possible, needed diagnostic reading tests and other devices for gathering information needed for planning an individual student’s program and reports results of testing for appropriate responses.

Consultant
13. Consults with classroom teachers, special reading teachers, and other members of the professional staff who teach reading.

Indiana University
14. Coordinates programs involving Indiana University and the MCCSC and plans cooperatively with I.U. reading and language arts personnel to improve student teacher experiences in local schools as needed.

Prescriptive Services
15. Coordinates efforts with school psychologists to prescribe individual student instructional programs in reading.
Committees
16. Serves on local, state, or regional committees which are designed to improve reading/language arts programs in K-12.

Department of Education
17. Maintains a positive working relationship with and an awareness of Department of Education activities.

Public Relations
18. Serves as a liaison between the MCCSC and the community by speaking to parent and community organizations or concerned individuals regarding the reading program and works to maintain good public relations by preparing information for the newspaper and other publications and hosting on-site visitations to special reading programs in the MCCSC. Disseminates information to interested educators who request it.

Professional Organizations
19. Maintains an active membership in professional organizations relating to reading and makes meaningful contributions by professional writings and/or participating in conferences and workshops.

Other
20. Performs other duties as may be assigned by the Assistant Superintendent for Curriculum and Instruction or the Superintendent of Schools.

Work Year/Compensation
21. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.

Adopted 7/24/75
Revised: 9/1/81; 1/12/87; 12/8/05 (revised position title and supervisor); 7/1/07 (changed supervisor title); 8/19/08 (revised position description and title)