

TITLE I SUMMER COORDINATOR

QUALIFICATIONS:

Master's Degree in Education

At least five (5) years of successful experience in teaching reading

REPORTS TO:

Superintendent

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.
- (3) To complete the grant application for the basic Title I grant and American Reinvestment and Recovery Act of 2009 grant.
- (4) To coordinate initiatives for LEA and School Improvement.
- (5) To organize summer professional development for MCCSC teachers in the area of English/Language Arts.

PERFORMANCE RESPONSIBILITIES

Title I

1. Maintains an awareness of the rules and regulations of Title I.
2. Maintains a working relationship with the Title I staff in the Department of Education.
3. Develops the program, including testing, program planning and evaluation.
4. Assumes responsibility for writing the application and submitting forms to the Title I office.
5. In accordance with MCCSC procedures, purchases materials and equipment within the Title I budget.
6. Provides in-service training for the Title I staff consistent with the overall objectives of the MCCSC curriculum.
7. Evaluates the program.
8. Prepares the end-of-year evaluation report.