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.