



## **Dist Coord 1 PT / Title I & III**

### **Purpose Statement**

The job of Dist Coord 1 PT / Title I & III is done for the purpose/s of providing district-wide program support for Title I-A and Title III.

This job reports to Director Title I / ESL

### **Essential Functions**

Assists in the training of school Title I and ESL staff on the Title I and Title III federal and state requirements of the ESSA (e.g. principals, coordinators, teachers, instructional assistants, etc.) for the purpose of ensuring that the LEA and schools understand and follow federal and state statute and regulations.

Assists schools with the development and monitoring of the Title I School Parent Involvement Policy and School-Parent Compact for the purpose of keeping parents informed and involved and complying with federal and state statutes and regulations.

Assists in providing professional development for Title I and Title III ESL staff, including assisting with monthly meetings for school Title I Coordinators and ESL Supervisors for the purpose of keeping them informed and apprised of current requirements and expectations.

Assists in establishing and monitoring of school and district Title I and ESL budgets for the purpose of ensuring appropriate spending; including funds set aside for parent involvement, staff development, and homeless.

Assists with the yearly review and creation of the district and school Title I and Title III plans for the purpose of meeting the needs of students within established parameters.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Coordinates parent engagement activities for schools and the district Title I and Title III department for the purpose of making recommendations for current evidence-based parent involvement programs as they apply to Title I and Title III.

Coordinates with private schools for program information and communication for the purpose of compliance with Title I and Title III regulations.

Coordinates with the technology department to ensure all data in the student information system is accurate, reported in a timely manner and error free for the purpose of complying with federal and state regulations.

Coordinates the gathering of data and documentation for the purpose of the annual needs assessments, evaluating the accomplishments of the programs, and of student performance.

Coordinates screening and communication for Title I Preschool for the purpose of screening, assisting with placement, parent communication, and advertisement.

Coordinates and provides necessary training for ELL identification including screening assessments for the purpose of accurately identifying K-12 ELL students.

Coordinates both Title I and Title III program compliance for the district and schools (e.g. Time and effort, parent engagement documentation, professional development documentation, etc.) for the purpose of complying with federal and state statutes and regulations.

Executes and prepares forms, records, and reports as required for the purpose of effectively and efficiently managing the Title I and ESL programs.

Gathers and updates relevant Title I and Title III information for the purpose of maintaining and updating the website regularly to ensure compliance indicators are met and to establish clear communication with the community.

Gathers and compiles needed information for the purpose of completing and submitting compliance and program reports to Utah State Board of Education (USBE).

Maintains updated records for Title I and Title III programs, including equipment inventory, personnel and other mandatory records for the purpose of keeping accurate records for compliance and audit requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Provides support and program expertise in areas such as compliance needs, needs assessments and calendaring of necessary meetings and deadlines for the purpose of effectively developing and operating district-wide Title I and Title III/ESL programs.

Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

Supervises office assistant(s) for the purpose of ensuring the efficient and effective functioning of the work unit.

Supports schools by providing necessary data for the purpose of reviewing the annual needs assessments and annual revision/creation of school improvement plans.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; facilitating program goals; organizing and communicating information and concepts; solving problems; and assisting with professional development.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strong understanding of federal and state statute and regulation; demonstrated knowledge and use of effective technology.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: ability to multi-task; accuracy and attention to detail; gathering, collating and/or classifying budgets and other data; communicating effectively with staff; maintaining confidentiality; meeting deadlines and schedules; multitasking; providing focus and direction to the job; scheduling activities and/or meetings; setting priorities; working with individuals and teams.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is

often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

None

**Certificates and Licenses**

State of Utah Teaching License preferred

**Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

9/9/2022

**Salary Grade**

Level 1