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**JOB DESCRIPTION: TITLE I COORDINATOR**


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<b>DEPARTMENT:</b>	Instruction-FLVS FT	<b>REPORTS TO:</b>	Title I Administrator
<b>JOB CLASS:</b>	Coordinator	<b>PAY GRADE:</b>	18
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	07/1/14

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Title I Coordinator supports the successful implementation of NCLB/Title I Programs at FLVS FT. The Title I Coordinator oversees an approved parent involvement plan/program, provides technical assistance, and compiles data for reporting, in accordance with federal and state guidelines. The Title I Coordinator implements and maintains research-based strategies to engage parents to improve student achievement.

**ESSENTIAL POSITION FUNCTIONS:**

- Plan, develop, schedule and implement an approved parent involvement plan/program; provide technical assistance in support of the school parent involvement plan/program
- Assist in developing and implementing applicable Title I services and programs identified (Neglected and Delinquent, Homeless, Parent Involvement, Choice and Migrant Education)
- Develop and distribute communications, materials, presentations, newsletters and tools to empower school site liaisons to conduct effective parent involvement workshops
- Compile information, review budgets, prepare and maintain appropriate records, logs, and reports related to Title I to ensure compliance with federal and state regulations
- Provide direct support to teachers and administrators in the monitoring and collection of compliance documentation
- Assist with researching, compiling, and verifying appropriate student performance data and information
- Conduct annual review and revision of the District Parent Involvement Plan/Program (PIP)
- Develop a program that builds on the parent- teacher academic coaching partnership that occurs within the - virtual setting to increase individual student achievement
- Create new opportunities for parents who have limited English proficiency, who have a disability, or who are underrepresented because of social economics or racial barriers to participate in education initiatives and workshops
- Conduct surveys to assess the needs of parents; compile data for annual reports; evaluate the effectiveness of the parent involvement programs; develop, analyze, and distribute results of parent surveys
- Assist in updating policies and the school-parent compact on an annual basis based on evaluation feedback and needs assessment; ensure translation when deemed appropriate; distribute and upload information as required on FLVS FT website
- Maintain records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensure compliance of the school and district's parent involvement program with all state and federal guidelines

- Coordinate and implement researched-based strategies for Title I schools and district parent involvement plans to engage parents to improve student achievement
- Represent FLVS FT regarding Parent Involvement and other Title I initiatives with outside agencies
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Bachelor's Degree in Education or related field; or equivalent combination of education and relevant experience
- Valid Florida Professional Teaching Certificate, preferred

##### ***Experience:***

- Three years' experience in public education sector
- Experience in Title I/NCLB programs

##### ***Knowledge, abilities and skills:***

- Knowledge of the current and future provisions and requirements of the Elementary and Secondary Education Act (ESEA) and related Florida Statutes, State Board Rules, and Federal Regulations
- Knowledge of Title I guidelines, compliance regulations and parent involvement plans
- Excellent verbal and written communication skills
- Excellent presentation skills
- Ability to work independently with little or no direct supervision
- Ability to exercise good judgment and discretion when determining solutions
- Ability to research and analyze complex administrative and technical issues and make appropriate recommendations for action
- Excellent interpersonal and customer service skills working with a diverse population
- Advanced knowledge of Microsoft Office products
- Ability to efficiently coordinate multiple projects under the pressure of deadlines
- Strong understanding of student achievement data

#### **CORE COMPETENCIES FOR SUCCESS:**

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer</i>

<i>supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

### **INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<p><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*This position is funded by Federal Title 1, Part A dollars.*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*