



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 8/90; 1/91; 6/92; 9/93; 11/94; 2/95; 3/96; 7/96;  
2/98; 4/01; 4/07; 6/07; 3/11; 10/15; 01/16; 6/18; 3/21; 02/26

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Title, I Program Supervisor	<b>JOB CODE:</b> 648A
<b>DIVISION:</b> Academic/Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Title I	<b>WORKDAYS:</b> 231
<b>REPORTS TO:</b> Director, Title I	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assumes field-based leadership in assisting Title I schools with parent involvement, coordination between the Title I program and the regular program, alternative program strategies, staff development, exemplary program status, program improvement, use of evaluation results and students making insufficient progress. Provides leadership in the monitoring and compliance of the Federal Title I, Part A Local School Implementation.	
<b>REVISION DATES:</b> 2/26	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: Successful educational experience in working with adult learners preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; change agent for adult learning; planning, organization

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Works with Title I School Planning Teams and staff to evaluate and ensure compliance with federal requirements for schools in schoolwide planning, budget development, monitoring the academic program, program evaluation, program implementation, time and effort, parent involvement, etc.
3.	Effectively communicates and works with local school administrators, district leadership staff, local academic coaches, bookkeepers and parent facilitators in the effective implementation of federal requirements related to Title I, Part A, Title I, Part C, Title I, Part D, Title X and other federal program requirements as they relate to Title I, Part A.
4.	Works with administrative personnel in analyzing the assessment of student learning and the interpretation of student data to gauge the instructional effectiveness of the impact of resources purchased with Title I, Part A funds.
5.	Develops and revises district policies and procedures in response to the establishment and changes in federal requirements; maintains a current digital or hard copy policy document in support of school operations.
6.	Meets regularly with local school administrative staff teams to evaluate the Title I program and assist in understanding, implementing, and resolving problems related to Title I funded staff, the appropriate use of staff, appropriate documentation of time and effort, and the completion of time logs.
7.	Ensures compliance and monitoring requirements are met with Title I required programs as assigned including school improvement, N & D, private school programs, maintenance of effort, academic coaches and parent involvement.
8.	Prepares presentations, special reports, and/or documents to provide technical assistance to schools in meeting federal requirements as well as to procure support and resources for Title I schools as needed.

9.	Assists with internal controls of Local School spending as it relates to federal requirements for allowable spending, budget monitoring, and supplemental payroll.
10.	Participates in state and national conferences and training to remain current on revisions to policy, Edgar Rules and current, innovative practices that help schools maintain compliance and support effective instructional practices for schools.
11.	Performs other Title I, Part A, allowable duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_