



## **DIRECTOR, TITLE I PROGRAMS**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Executive Director of Elementary Teaching and Learning, the position is responsible for providing leadership, direction and guidance for Title I and Pre-Kindergarten programs in the division. This includes providing the best opportunities for students attending Title I schools with a focus on continuous achievement and closing achievement gaps for all students. In addition, the position oversees the application process and funding for Title I programs, to include funding from the Virginia Preschool Initiative, and ensures compliance with all state and federal laws, policies, regulations, and guidelines.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with program planning and evaluation activities to improve the efficiency and effectiveness of Title I and Pre-K initiatives.
- Maintain records and documentation for fiscal and programmatic audit reviews and compliance monitoring.
- Collaborate with instructional staff, administrators and other agencies/organizations to ensure the implementation of program goals and guidelines, communicates school improvement efforts to strengthen professional learning communities, standards-based education and increased student achievement.
- Review and approve Title I school-wide plans.
- Provide program expertise and technical assistance to Title I schools.
- Provide supervision, support, and leadership development for Title I staff to include resource teachers.
- Manage and/or collaborate in the selection of staff for Title I positions.
- Serve as a liaison between schools, the division, region, the Virginia Department of Education, and Federal agencies.
- Develop the Title I budget for division-sponsored initiatives, adhering to division, State, and Federal guidelines.
- Provide training, monitoring and approval for all budget requirements and expenditures for Title I programs.
- Remain current on laws and requirements regarding each program; meet with related staff to interpret and implement regulations.
- Prepare reports for the School Board, staff or other agencies, as requested.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a knowledge of the principles, practices, and procedures of school administration and the policies and regulations governing the school division for local, state and federal entities. Must have a knowledge of school personnel and administrative practices, procedures, and methods, and the principles and methods for curriculum and training design, teaching and instruction for individuals and groups. Must have considerable knowledge of the needs of Title I students from diverse backgrounds and various learning abilities and styles. Must be able to demonstrate an understanding of the job requirements and principles of effective techniques for at-risk students. Must be skilled in the use of Microsoft software including excel and developing spreadsheets. Must have excellent oral and written communications skills. Must have the ability to work with and maintain effective working relationships with school officials, administrators, teachers, staff, and associates.



**EDUCATION AND EXPERIENCE**

Master’s Degree in Education with an endorsement in Administration & Supervision PreK-12 required. Must have at least five years of experience as a classroom teacher and at least two years of building level and/or central office administrative experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 7/16 Rev: 12/18
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