

Bottineau Public School District

Title I Coordinator Job Description

Qualifications:

1. Bachelor's degree in Education.
2. Current license for position as required by the Department of Public Instruction
3. A minimum of three years of teaching experience working with students in math and/or reading is preferred.

Reports to:

Elementary or High School Principal as assigned.

Supervisory Responsibilities:

Paraprofessionals assigned to Title I program

Performance Responsibilities:

1. Adhere to and support board policy, school guidelines, administrative rules and directives.
2. Holds caseload of all Title I students.
3. Assists students with supplementary instruction beyond classroom instruction.
4. Pre-teaches or re-teaches vocabulary words and/or math concepts covered in the classroom.
5. Evaluates the progress of all Title I students and designs and prepares student progress reports.
6. Develops Title I lesson plans and prescribes the lessons that students will work on during Title I time.
7. Performs all student selection requirements including testing and making the final lists of students selected for Title I participation.
8. Schedules parent meeting times, administers parent surveys, and recommends parent-training tools.
9. Schedules and coordinated the annual review meetings and communicates results to parents.
10. Communicates regularly with classroom teachers regarding classroom instruction and needs of Title I students.
11. Keeps abreast of current best practices in reading and math instruction.
12. Participates in in-service activities promoted by the district.
13. Submit required reports promptly and accurately.
14. Maintains a high level of ethical behavior and confidentiality.
15. Perform other duties as assigned by Principal or Superintendent.

Evaluation:

Date adopted: December 2014

Job performance is evaluated in accordance to district guidelines by the Elementary or High School Principal.

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