



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Title I and Migrant Programs	Office of Teaching and Learning Title I/Migrant Office	Director of Federal Programs

Position No: 63073	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 6/24/03
FSLA: Exempt	Date Revised: 5/12/17

MINIMUM QUALIFICATIONS

1. Certificate in Educational Leadership preferred.
2. Master's Degree.
3. Minimum of five (5) years teaching experience.
4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To assist the Director in the planning, coordination, and evaluation of Title I and Migrant Programs in St. Lucie County to ensure consistency with applicable laws, rules and regulations.
2. To assist Title I schools with a review of program effectiveness in improving student performance and desired outcomes as described in the project.
3. To coordinate the planning and implementation of activities of the Title I Migrant Parent Advisory Councils.
4. To assist with the planning and implementation of parental involvement activities.
5. To assist in the monitoring of the Title I program at each school site to ensure compliance with applicable regulations and guidelines.
6. To coordinate the Migrant program with the identification and recruitment process, preparation of records, reports and other related activities.
7. To assist in interpreting the Title I and Migrant programs to the parents, school, personnel and the community at large.
8. To coordinate the developing and implementation of staff development programs (pre-service and in-service) which will assure that school based and county personnel are highly qualified and understand their roles and responsibilities related to the requirements of Title I & Migrant staff.
9. To coordinate the involvement of other agencies in studies with the Student Assistance Supplemental Programs in order to improve delivery of service to students.
10. To assist in interpreting the Title I and Migrant Programs to the parents, school, personnel and the community at large as needed.
11. To attend county and regional in-service workshops and participate in professional development activities as they relate to the job.
12. To perform all assigned tasks in a timely and efficient manner.
13. To assist with the compilation and maintenance of records and reports for all the Title I/Migrant projects.
14. To promote awareness among all personnel of the special educational needs of the Title I and Migrant children.
15. To perform duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.