



JOB TITLE	DEPARTMENT	REPORTS TO
Title I/Migrant Programs Program Specialist – Grant Funded	Federal/Special Programs	Executive Director of Federal & Special Programs

Position No: 63101	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 8/10/99; 8/6/15

JOB GOAL
To provide expertise and support to the Title I/Migrant programs in the district.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Valid Florida Certificate.
3. Three (3) years teaching experience.
4. Ability to communicate effectively with others.
5. Successful experiences and training working with a diverse student population.
6. Knowledge of research-based programs.
7. Ability to perform the functions of the position.

DESIRABLE QUALIFICATIONS

1. Certification in Reading

DUTIES AND RESPONSIBILITIES

1. To assist in the planning, implementation, coordination and evaluation of Title I and Migrant Programs in St. Lucie County to ensure consistency with applicable laws, rules and regulations.
2. To promote awareness among all personnel of the special educational needs of the Title I and Migrant child.
3. To assist Title I schools with a review of program effectiveness in improving student performance and desired outcomes as described in the project.
4. To monitor Title I Program at each school site to ensure compliance with applicable regulations and guidelines.
5. To assist Title I and Migrant teachers and LEA teachers (with Title I and Migrant aides) in:
 - a) diagnosing and prescribing activities and materials for the special educational needs of Title I/Migrant students
 - b) instituting on-going evaluation and follow-up activities
 - c) overseeing the activities of the Chapter I/Migrant aides and teachers
 - d) Interpreting and preparing Title I and Migrant records and reports
6. To assist the program personnel with the planning and implementation of parental involvement activities.
7. To assist Migrant Supportive Service staff with the identification and recruitment process preparation of records, reports and other related activities.
8. To assist with pre-inservice and inservice for Title I and Migrant personnel.
9. To assist in interpreting the Title I and Migrant Programs to the parents, school, personnel and the community at large.
10. To attend county and regional inservice workshops.
11. To perform assigned tasks in a timely and efficient manner.

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| 12. To perform assigned tasks with a high standard of quality.
13. To perform duties as assigned by the supervisor. |
| PHYSICAL DEMAND CLASS: |
| Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less.
Infrequent walking and/or standing may be required.
Grant-Funded Position |