

BASIC FUNCTION:

To assist the Building-Level Principal in ensuring that the local school complies with all laws and requirements of the Every Student Succeeds Act (ESSA) and Title I.

QUALIFICATIONS FOR POSITION:

1. A certified teacher, who is an employee of a specified school of the Jackson County School District, who will assist the Building-Level Principal in adhering to Federal Program regulations.
2. Ability to work both independently and effectively with others.
3. Competent in exercising initiative, judgment, and discretion in performing duties.
4. Ability to communicate effectively.
5. Ability to work after-school hours for Federal Program planning, organizing, training, and monitoring.

DUTIES AND RESPONSIBILITIES:

1. Assists the Building-Level Principal in the development of the school-wide Title I plan, which will be based on identified needs from the annual Comprehensive Needs Assessment
2. Consistently monitors the accurate implementation of all aspects of the Title I school-wide plan
3. Assists with the implementation of all requirements of the parent involvement policies and organizes and/or facilitates all parental involvement activities
4. Collaborates with the Building-Level Principal, District Federal Programs personnel, and other school personnel to plan and implement federal programs training for teachers, aides, and other school personnel
5. Assists with federal and state Title I program evaluations and/or audits
6. Serves as a member of the Title I school planning committee and the district Title I Vision Team committee.
7. Assists the District Federal Programs office staff in monitoring school-level compliance of all Title I plan assurances and in collecting and archiving all required Title I documentation.
8. Works flexible after-school hours to facilitate staff training, to oversee parental involvement activities, and to complete other duties as assigned from the District Federal Programs department.
9. Assumes all other local school Title I duties, which are required for compliance with federal and state regulations, as assigned by the Building-Level Principal and/or District Federal Programs personnel

REPORTS TO:

Federal Programs Director and the Building Level Principal

SUPERVISES:

No supervisory authority

TERMS OF EMPLOYMENT:

12 month

Only one local school Title I Facilitator per Title I school

SALARY SCHEDULE:

Supplement to salary- \$1,000.00 (Title I Funds)