



POSITION DESCRIPTION

JOB TITLE: Title 1 Program Coordinator Job Class: 1000	
DATE	Office of the Superintendent Communication and Public Affairs
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Oversees and assists the Title 1 team in implementing and coordinating the Title 1 Program in designated schools. Supervises instructional staff regarding program compliance.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Monitors Title 1 projects in Milwaukee Public Schools (MPS) to ensure compliance with the approved application and federal regulations. Informs the Title 1 Staff of the standard of operation of projects in participating schools and assists in the resolution of problems that may arise relative to Title 1.
2. Collaborates the efforts of MPS departments including Curriculum and Instruction, Accounting, Research and Program Assessment, Human Resources, Instructional Resources, Transportation, and the Summer School Office in providing services to the Title 1 Program.
3. Meets with principals, central office staff, parents and other school and non-school personnel, individually and small groups, on matters relating to Title 1.
4. Writes correspondence, publications and summaries for the purpose of clarifying the intent of the Title 1 Program and/or providing information about or pertinent to the ongoing operation of the program. Performs or assists in performing various studies, reports and surveys and coordinates the efforts of the supervisory staff involved in writing the Title 1 Application for grant proposal.
5. Provides assistance to the State and to personnel from other school districts who visit to observe the Milwaukee Title 1 Program or to obtain information and data. Provides assistance in determining the allocation of Title 1 teachers and aides, and maintains data regarding staffing allocations, budget expenditures and pupil involvement.

6. Maintains the inventory of the equipment used in the Title 1 Program and assumes responsibility for initiating the transfer equipment requested by or found to be in excess by Title 1 personnel.
7. Attends all Title 1 Parent District Advisory Council and sub-committee meetings and records the minutes of each meeting. Attends other Title 1 parent meetings and functions. Organizes the agenda for monthly Title 1 supervisory meetings.
8. Assists in approving teacher recommendations for enrolling students who scored above the cut-off score for Title 1 eligibility.
9. Revises the Title 1 Building Coordinator's Handbook annually.
10. Plans and conducts meetings for all Title 1 building coordinators to explain the Title 1 Program and provides current information relative to any changes in Title 1.
11. Manages staff, assigns workloads, provides guidance and expertise on Title 1, sets goals and performance expectations and evaluates performance of duties.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision received by the Director, Office of Family Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for all staff assigned to the Title 1 program

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in an educational field and certification by the Wisconsin Department of Public Instruction as a Director of Special Education and Pupil Services (# 80) or an administrator (# 51).

Experience Requirements

Five years of successful, tenured teaching experience, preferably in a large, urban district. Previous administrative experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required. An understanding of contract writing is essential. Must be able to speak to the issues surrounding Title 1.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of

those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.