TITLE: **Coordinator of Interventions / Title 1**

QUALIFICATIONS:

1. Holds a Master’s degree or non-degree fifth-year program
2. Holds a teacher certificate
3. Supervisor of Instruction Certification preferred
4. Has three years of teaching experience
5. Has demonstrated evidence of educational leadership
6. Has demonstrated knowledge about learning interventions research and practice
7. Has demonstrated evidence of effective interventions implementation
8. Has demonstrated ability to communicate effectively with students, staff, parents and community

REPORTS TO: Directors of Teaching and Learning

JOB GOALS: To identify research-based K-12 learning intervention strategies, programs and resources that will help eliminate achievement gaps in all schools. To ensure that the district’s Response to Intervention framework is clearly articulated and implemented in all schools. To coordinate Title 1 activities and ensure compliance with federal, state, and local statutes, regulations, policies and procedures related to Title 1.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the district’s and schools’ efforts in implementing a comprehensive system of interventions that addresses RTI, accelerating skill acquisition for struggling students, closing the achievement gap, and research based strategies
2. Work with school leaders to coordinate collaboration among teachers through a formalized Advisory Team Meeting (ATM) process in the analysis of student data and prescription of targeted interventions
3. Collaborate with Learning Support in the development of district wide curriculum that is responsive to the learning needs of struggling students
4. Collaborate with Learning Support in providing professional learning for Instructional Coaches and Teacher Leaders on effective learning interventions
5. Collaborate with the Director of Assessment in monitoring benchmark and state accountability assessments to inform learning intervention decisions
6. Monitor the fidelity of implementation and the effectiveness of district recommended interventions for all RTI students, and for individual student gap groups
7. Keep informed of current research regarding intervention practices
8. Maintain liaison and active participation with educational leaders in Title 1 and learning interventions at state, regional and national levels
9. Hold responsibility for all Title 1 federal funds including:
   1. Apply for annual funds by completing and submitting the appropriate application on the GMAT system
   2. Keep up to date with changing laws and guidelines through attendance at regional, state, and national meetings and conferences
   3. Consult with Title 1 building administrators and work with Learning Support Services to develop Title 1 programs and budgets
   4. Maintain records and documentation of all Title 1 district and individual school expenditures or annual audit review
   5. Review and approve purchase requests in line with the Title 1 budget and in accordance with all rules and regulations
   6. Revise budgets as needed
   7. Collaborate with Learning Support Services in assisting Title 1 schools in selecting strategies for meeting federal and state Annual Measurable Objectives (AMO) and Delivery Targets
   8. Coordinate the development and dissemination of Title 1 information to teachers, administrators, parents, and the community to enhance program awareness
   9. Consult with private / non-profit schools to ensure equitable service provision as required by Title I federal and state guidelines’
   10. Provide guidance to Title I schools to meet the Title I Parent Involvement requirements
   11. Coordinate the development of family literacy and numeracy programs in Title 1 schools that integrate early childhood education, adult education, parenting education and literacy activities through federal and state Title 1 programs
   12. Coordinate the management of the Teacher Parent Resource Center (TPRC) to ensure it is a source of support and information for parents, families and teachers, a lending library and a collaborative work environment
   13. Coordinate the annual evaluation/review of their school wide programs and budgets
   14. Conduct annual Title I audit and ongoing program monitoring, including the completion of the Part A, Ranking Report to ensure that disadvantaged students reach high academic standards
10. Perform such other tasks and assume other responsibilities as required by the immediate supervisor

TERMS OF EMPLOYMENT:

* Salary
* 12 months