

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California
COORDINATOR II, TITLE I

DEFINITION

Under the direction of the Executive Director, State and Federal Programs, the Coordinator II, Title I supports the educational programs of the district by planning, organizing, coordinating, and overseeing Title I program items; assists with the consolidated application and federal program monitoring processes; and ensures compliance with federal and state mandates.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Provide ongoing guidance to staff regarding Title I District policies, legal compliance, and best practices.
2. Advise and support principals with the implementation of School Plan for Student Achievement requirements (e.g. School Site Council Composition, Title I Schoolwide Components, Evaluation).
3. Advise and support principals with the implementation of Parent and Family Engagement requirements (e.g. Parent and Family Engagement school policy and Parent-School Compact)
4. Oversee development and completion of Title I semi-annual time certifications and personnel activity reports.
5. Development and annual review and distribution of a District Title I Parent and Family Engagement policy in collaboration with Title I parents/guardians
6. Oversee Title I private school consultation and management of participation
7. Collaborate with Human Resource Services to send 4-week letters to parents at Title I schools when their child is taught for 4 weeks or more by a teacher who has not met California state certification or licensure requirements for the grade level or subject area they have been assigned
8. Collaborate with Business and Education Services staff to complete federal and state reports (e.g. Consolidated Application and Reporting System (CARS), Title I Comparability).
9. Plan, organize, and implement Federal Program Monitoring consultation for Compensatory Education as needed for preparation for online and onsite monitoring.
10. Assist with District plans and budgets (e.g. Title I Components of LCAP Federal Addendum).
11. Develops, coordinates, and conducts Title I professional development programs for District and school staff regarding Title I compliance accountability.
12. Assist in supervision of the implementation of MTSS and Assessment initiatives related to Title I
13. Assistance with Title I annual audit.
14. Provide and attend training to remain current on federal and state laws, procedures, and current practices.
15. Supervise and evaluate staff.

COORDINATOR II, TITLE I

Page 2

QUALIFICATIONS

Knowledge of: District policies, federal and state regulations; principles and techniques for documentation and reporting; planning and implementing differentiated professional development; the instructional needs of students who are English learners, students with disabilities, students identified as gifted and talented, socioeconomically disadvantaged students, and students of various languages and cultures.

Ability to: Plan, organize, and oversee a range of compliance items; work collaboratively with a variety of staff; communicate effectively orally and in writing; work independently; interpret and use data for the purpose of improving student achievement and informing instruction; maintain effective relationships with both co-workers and external organizations; and comply with the District's customer service standards, as outlined in Board Policy.

Experience: A minimum of four years' teaching experience. Two years working at a Title I school and/or working with the delivery and administration of federal or state programs preferred; Experience working collaboratively as a member of a team.

Education: Valid California teaching credential; Valid California Administrative Services Credential required.