



## TITLE I PROGRAM SITE FACILITATOR

### DIRECTLY RESPONSIBLE TO

Site Principal

### PRIMARY FUNCTION

The primary function of the program facilitator is to implement the legislation and objectives of the federally funded program

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates the planning, implementation, monitoring, and evaluation of the Title I program
- Prepares and submits necessary state and federal documents
- Plans and implements intervention programs for students
- Teaches small group instruction to at-risk students
- Facilitates the scheduling of certificated and classified personnel according to program needs
- Assists the principal with monitoring the Title I budget
- Develops and supervises professional development programs for teachers, instructional aides, volunteers, parents, and other personnel associated with the program
- Serves as a member on the District Advisory Committee
- Keeps abreast of learning theory, standards-based instruction, organizational practices, legal and policy changes, and current literature affecting Title I programs and students
- Serves as liaison between schools, departments, and appropriate community agencies
- Assists in the hiring and evaluation of classified staff associated with the Title I program
- Assists and advises on-site administrators and staff concerning school plan writing and state and federal compliance regulations for the Title I program
- Maintains open and professional communication with all district staff
- Implements parent involvement activities and plans parent education sessions
- Assumes other related duties as assigned

### JOB REQUIREMENTS

- Teaching experience in one or more grade levels. Strong background in curriculum and instructional practices.
- Schedule must be flexible to attend evening meetings
- Work hours are consistent with normal District Office hours up to an eight-hour day
- Work schedule may vary from the instructional calendar

### SALARY

In accordance with the Certificated Educators' Salary Schedule