



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: SUPERVISOR OF TITLE I

QUALIFICATIONS:

1. Master's Degree or higher. Certification in Educational Leadership, Administration and Supervision, School Principal, or Professional School Principal, preferred.
2. Five (5) years of successful classroom teaching experience.
3. A minimum of three (3) years of school-based and/or district-level administrative related experience in public education.
4. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements the Title I Program with the input of the required stakeholders
2. Monitors all aspects of the Title I Program within Bay District Schools to ensure that district, state and federal guidelines are adhered to and met.
3. Assists schools with the development, implementation and evaluation of Title I Programs.
4. Develops budgets based on an analysis of needs and priorities in coordination with other District programs.
5. Maintains strict fiscal accountability through the review of financial documents and procurement requests for the District Title I office operations and requests submitted by schools to ensure that district, state and federal guidelines are adhered to and met.
6. Participates in the development of budgetary forms, spreadsheets, procedures and report formats to ensure compliance with changing district, state and federal guidelines.
7. Plans, coordinates and oversees the implementation of Title I Parent Engagement Programs.
8. Plans, coordinates and oversees the Title I, Part A and Title IX, Part A Programs for eligible children and youth identified as homeless; and Title I, Part A and Title I, Part D Programs for eligible children identified as neglected and/or delinquent to ensure compliance with federal, state and local guidelines.
9. Plans, coordinates and oversees the Title I, Part A services for eligible private school students to ensure compliance with federal, state and local guidelines.
10. Prepares grant applications and reports required by the state.
11. Facilitates meetings for administrators, teachers, support personnel and/or parents on topics and reports related to the Title I Program.
12. Recommends changes in program and/or policy related to the Title I Program.
13. Maintains a current inventory of all Title I equipment at each Title I site.
14. Communicates with the Florida Department of Education and attends technical assistance meetings as requested.
15. Maintains all documentation as required by law.
16. Serves on district and/or community committees as the Title I Representative.
17. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Revised: APPROVED APR 11 2023
Adopted by Bay District School Board: May 28, 1997
Revised: 3/29/09

Bay District Schools is an Equal Opportunity Employer