

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0357  
Pay Grade: C10

FLSA: Exempt  
Administrative

<b>DIRECTOR, TITLE I</b>
<b>REPORTS TO:</b> Associate Superintendent, Student and Community Support Services
<b>SUPERVISES:</b> Instructional Staff Professional/Technical/Support Staff Support Staff
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university with state certification in Supervision/Administration, Educational Leadership, School Principal or an equivalent certification as defined by the Florida Department of Education. Three (3) years educational administrative and/or supervisory experience and five (5) years related professional experience. Demonstrated organizational and communication skills.  <b>PREFERRED:</b> Professional experience in federal grants management.
<b>MAJOR FUNCTION</b>
The Director, Title I is responsible for fiscal, programmatic, and reporting requirements of the Elementary and Secondary Education Act (ESEA). The Director, Title I coordinates the planning, implementation, monitoring, and evaluation of ESEA programs specifically Title I, Part A and the School Improvement Grant, to support activities prescribed by the ESEA and to improve student achievement for academically and economically disadvantaged students.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Determines Title I program priorities and develops annual budget</li><li>• Works in collaboration with district leadership to provide instructional support and resources for highest student achievement</li><li>• Works in collaboration with the Teaching and Learning Services division to support the design and implementation of effective instructional programs</li><li>• Provides help to schools in preparing School Improvement Plans/Title I Schoolwide Plans</li><li>• Develops and provides professional development for enhancing instruction and instructional leadership</li><li>• Remains current on laws and requirements regarding assigned programs and grants, and meets with related staff to interpret and implement programs</li><li>• Coordinates and facilitates state and federal monitoring of Title I programs by the Department of Education, Auditor General, and independent auditors</li><li>• Coordinates and monitors the allocation of Title I funds to qualifying schools to ensure compliance with federal/state requirements</li><li>• Monitors school-based Title I budget plans and expenditures for alignment to student achievement goals</li><li>• Prepares and submits federal and state reports related to Title I programs and School Improvement Grants</li><li>• Coordinates with the Title I Research Specialist to plan, monitor, and evaluate Title I program components for progress toward highest student achievement</li><li>• Uses formative and summative data in the analysis of academic performance of all subgroups</li><li>• Monitors and evaluates progress of low-achieving Title I schools</li><li>• Assists schools in analyzing district and state assessment data to continually improve student achievement</li></ul>

**DIRECTOR, TITLE I**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Collaborates with supervisors of homeless, neglected and delinquent, IDEA, ESOL, and other federal programs to ensure alignment of services to support low-achieving students</li><li>• Communicates and advocates services and resources available through the Title I program to the Parent Advisory Committee as well as other school, parent, and community organizations</li><li>• Reviews collection and analysis of input from Title I stakeholders, including satisfaction surveys and needs assessments as a means of identifying improvement opportunities</li><li>• Encourages partnerships and outreach opportunities</li><li>• Represents the district at state and national Title I functions</li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</p> <p>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</p> <p>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 4/07 AK; BOARD APPROVED: 5/22/07; REVISED MF, D&amp;R 8/09 RAS; REVISED FORMAT, QUALIFICATIONS, MF, ER, 10/13/15 CH; BOARD APPROVED: 10/27/15</p>

**DIRECTOR, TITLE I**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Director, Title I - ADM