

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Title I, Title III Program Specialist (TOA)

Qualifications:

1. Bachelor's Degree from an accredited educational institution
2. ESOL endorsement issued by the State of Florida
3. Minimum five years successful teaching experience, at least one in an ESOL class
4. Standardized testing administration experience
5. Knowledge of computer applications related to job functions
6. Valid driver's license

Knowledge, Skills, and Abilities:

Strong knowledge of the Title I grant program. Knowledge of teaching and learning processes. Strong knowledge of the Florida Consent Decree and ESOL compliance requirements. Organizational skills. Ability to work and communicate effectively.

Reports to:

Coordinator of Federal Programs

Job Goal

To assist in planning, monitoring and supporting the District's Title I Program to enhance opportunities for student growth and improved academic performance. To assist with monitoring the ESOL program for compliance with the 1990 META Consent Decree and to provide leadership support to schools in the area of researched-based ESOL instructional practices to ensure English Language Acquisition.

Supervises:

N/A

Performance Responsibilities:

1. Assist in monitoring the Title I program to ensure compliance with the provisions of the grant.
2. Maintain documentation of Title I compliance documents by Title I schools, for audit purposes.
3. Monitor parent involvement documentation at the school level for compliance with the Title I grant provisions.
4. Offer Parent Involvement training to new teachers.
5. Assist in organizing meetings with principals or other Title I school personnel.
6. Attend Title I conferences, workshops, or FL DOE Technical Assistance Meetings.

7. Coordinate annual Title I Parent Survey as required by the Title I grant parameters.
8. Distribute annual Title I Parent Survey data to school administrators for use in writing the school level Parent and Family Engagement Plans.
9. Assist Title I school administration in implementing the Title I regulations.
10. Provide assistance to Title I schools as needed, for example, opening day, parent conference days, kindergarten round-up.
11. Coordinate with Head Start program to hold parent meeting for parents of rising kindergarten students.
12. Prepare District Title I Parent Guide as required by the Title I grant parameters.
13. Develop the District Parent and Family Engagement plan school-level template in compliance with the Title I grant.
14. Monitor school level Parent and Family Engagement Plans for compliance.
15. Provide support and required annual parent information for the mandatory initial school-based Title I Parent meetings.
16. Provide support for schools in developing their Parent and Family Engagement Plan.
17. Develop the District Parent and Family Engagement Plan based on the school level plans
18. Collaborate with school administrators to support and increase parent engagement.
19. Assist with District Parent and Family Engagement event planning and implementation, as needed.
20. Maintain District web page on parent engagement information and ESOL parent information.
21. Assist in identifying and reporting the strengths and weaknesses of the ESOL training program for school personnel.
22. Work with the District's Coordinator of Federal Programs to assist in the development, implementation and delivery of ESOL training.
23. Design and implement ESOL training for bilingual paraprofessionals who work with the ESOL program.
24. Assist with training of teachers with paraprofessionals.
25. Assist ESOL teachers with determining educational interventions.
26. Serve as liaison between schools and the District office.
27. Arrange and coordinate trainers and training needs for ESOL training programs.
28. Select and provide needed materials to support ESOL training activities and classroom resources.
29. Assist with monitoring of ESOL training completion requirements.
30. Monitor ESOL MIS reports for accuracy and distribute reports to schools.
31. Monitor ESOL program implementation following in-service training of personnel.
32. Participate in regional and state ESOL workshop and training initiatives.
33. Inform appropriate personnel of official ESOL target dates and training timelines.
34. Coordinate district ESOL PLC meetings.
35. Attend guidance meetings for ELLs, as needed.
36. Audit blue ESOL folders for compliance of documentation.
37. Monitor WIDA testing compliance.
38. Administer WIDA test for homeschool and private school ESOL students.
39. Monitor WIDA testing professional development of test administrators.

40. Perform other duties as assigned by the Coordinator of Federal Programs.

Physical Requirements:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment:

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.

Flagler Schools Strategic Framework – Teaching & Learning

Approved 06/19/2018