



Columbia County School District Job Description

Position Title: Director of K-5 Student Learning – Title I		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI-Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade I, based on certificate level and years of acceptable experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Associate Superintendent for Student Learning		
Supervises: Secretary		

MINIMUM QUALIFICATIONS

Education: Education Specialist (Ed.S.) degree or higher in Administration and Supervision or Educational Leadership
Hold L6 or higher Georgia leadership certificate in Educational Leadership

Essential Knowledge/Skills: Extensive knowledge of child development and growth, curriculum and instruction, curriculum development, evaluation, change process, staff development design and delivery model, and leadership principles and practices. Extensive knowledge of Board of Education policies, procedures, rules and practices at the state and local levels. Ability to develop and administer the budget process, grants, and major projects or programs.

Experience: Minimum of five years of successful experience in teaching and in curriculum supervision and a minimum of three years successful administrative experience; prior experience administering Title I program and rules preferred.

GOAL

The Director of Title I provides leadership, direction, and guidance to all schools in a systemic effort to design and implement a system of support and process for continuous school improvement. The Director of Title I is responsible for providing the best possible learning opportunities for students attending Title I schools with a focus on closing the achievement gap. The Director of Title I ensures compliance with all State and Federal laws, State Department of Education Rules and Regulations, and Columbia County Board of Education policies where applicable.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supports schools with innovative practices that supplement the needs of students while meeting compliance requirements.
- Develops, implements, and evaluates professional learning that supports District initiatives to close the achievement gap.
- Organizes, coordinates, and monitors systemic efforts for compliance in the following programs: Flexible Learning Program (FLP), Parent Involvement, Homeless, Neglected and Delinquent, Private and Migrant.
- Organizes and coordinates the implementation of federal program grants and the Title I Advisory Council to develop the Comprehensive Local Education Agency (LEA) Improvement Plans (CLIP).
- Provides training, monitoring and approvals for all budget requirements and expenditures for Title I to maximize federal funding.
- Directs program planning and evaluation activities to improve the efficiency and effectiveness of Title I initiatives.
- Ensures Title I and other federal programs within the scope of the position are in compliance with Federal and State laws.

- Prepares and maintains the Georgia Consolidated Application for the LEA, including all planning, budget, and audit requirements (ex. Comparability reports, Title I School Improvement plan, Focus and Alert schools, Reward Schools, etc.).
- Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring.
- Monitors the Title I parent involvement activities to comply with the law.
- Provides instructional support and assistance to assigned schools through classroom observations and regular meetings with administrators and teachers.
- Monitors and collaborates with each school's administration and counselors to ensure that all staff are using appropriate data to plan for instructional improvement.
- Assists beginning teachers or others experiencing difficulty in consultation with the principal.
- Works collaboratively with the principal, psychological services, and special services to support individual students' needs.
- Promotes effective working relationships between community agencies, organizations, and institutions that may provide resources for the instructional program.
- Maintains effective communication with his/her supervisor relative to instructional matters and program operations.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 28, 2016