

# HILLSBORO SCHOOL DISTRICT 1 J

2016

## JOB DESCRIPTION

### T.O.S.A. - TITLE I COORDINATOR

DIVISION: Schools and Instruction  
DEPARTMENT: Special Programs  
IMMEDIATE SUPERVISOR: Executive Director of Special Programs

GENERAL DUTIES: The Coordinator of Special Programs will plan, administer and monitor the development, implementation and evaluation of the Title I Program and plan, develop and coordinate programs and services for students with disabilities.

#### ESSENTIAL REQUIREMENTS:

- A. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- B. A Master's Degree from an accredited institution of higher learning
- C. Experience and strong background in Title I and Special Education
- D. Strong leadership and communication skills
- E. Physical requirements that may include:
  - 1. In an eight hour day the employee may:
    - a. Stand/walk 1 - 4 hours
    - b. Sit 1 - 3 hours
    - c. Drive 1 - 3 hours
  - 2. Employee may need to occasionally:
    - a. Bend
    - b. Squat
    - c. Climb stairs
    - d. Lift to 50 pounds

#### ESSENTIAL RESPONSIBILITIES:

- A. Coordinate the development, preparation and operation of the Title I Program
- B. Develop and monitor the budgets for Title I
- C. Monitor the implementation of Title I to assure compliance with both Federal and State regulations

Page 1 of 2

T.O.S.A. - Title I Specialist: (Continued)  
Essential Responsibilities: (Continued)

- D. Responsible for Title I program application and evaluation in accordance with State and Federal guidelines
- E. Supervise and/or develop pre-service and inservice activities for Title I staff
- F. Build and maintain positive professional communication with school staff, department staff, parents, and agencies
- G. Coordinate the implementation of programs and services by providing technical assistance, training and guidance; facilitating meetings of staff , parents, and committees as assigned by the Executive Director; and monitor and coordinate activities with outside agencies. Specific programs and services in the area of responsibility include speech/language, early intervention, Regional services and State schools
- H. Performs such other related tasks as may be assigned by the Executive Director of Special Programs or the Superintendent