



Little Rock School District

JOB DESCRIPTION

Position Title: Director – Title I / Parent Involvement (Title 1 Director)

Prepared Date: 01/19/2022

JOB GOAL:

To utilize federal funding opportunities to as great advantage as possible to benefit the educational excellence of the district's program, facilities, and personnel.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

- Master's degree (M. A.) minimum from an accredited college or university.
- At least ten years of successful experience in administration and teaching. (Teaching experience would be waived.)
- Appropriate evidence of successful experience in decision making and dealing with administrators and staff.
- Evidence of a strong commitment to quality desegregated education.
- Strong interpersonal skills.
- Evidence of strong organizational skills.
- Evidence of strong oral and written communication skills.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, parents, and the general public.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.



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REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the District.
2. Informs, interprets, and recommends to the Associate Superintendent the effects of current and impending federal legislation.
3. Prepares and submits annually an application for federal funds, and coordinates and supervises all activities paid from these funds
4. Writes/approves all federal project proposals and the filing of such applications for federal funding.
5. Assists the Associate Superintendent and the professional staff in planning wise utilization of funds available to schools through various federal programs.
6. Disseminates pertinent information about federal programs--grants, legislation, program progress--through correspondence and staff meetings.
7. Facilitates with professional staff--content area supervisors, coordinators, directors--the relevancy of curriculum content and the appropriateness of teaching strategies as related to program objectives and goals.
8. Coordinates the professional staff informative and summative evaluation of all federal programs funded through this office.
9. Compiles and maintains written records and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the U.S. Office of Education.
10. Facilitates the desegregation process in the assignment of staff in the area of federal programs.



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11. Provides specific means to keep parent council members abreast of federal regulations, state guidelines, and local program activities.
12. Serves as a liaison between the school and other agencies on all possible federal funded projects of a joint community nature.
13. Prepares an annual report for the Board summarizing the evaluations of federally funded programs including those completed and those in progress.
14. Prepares and administers a budget for assigned departments.
15. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.