



Little Rock School District

JOB DESCRIPTION

Position Title: Title 1 Auxiliary Program Manager

Prepared Date: 12/16/2021

JOB GOAL:

To ensure that students in Title I Auxiliary Programs have the opportunity to meet challenging State Standards and District performance goals: homeless, neglected, delinquents, dropouts, and selected Title I Non-Public Schools.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 18, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree required; Master's degree preferred; Teacher certification is a plus but not required.
2. Minimum seven (7) years of administrative experience relative to federal programs fund management and related statutes, policies and laws.
3. Evidence of experience in working with transitional families and facilities.
4. Demonstrate knowledge of eFinance, eSchool, Indistar, Microsoft Office Software, Zoom along with the ability to analyze data on program development.
5. Demonstrated sensitivity of homelessness, language and cultural differences.
6. Knowledge of appropriate strategies and resources for reducing behaviors that place students at-risk.

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. Coordinates services among Little Rock School District (LRS), shelter residents, community service providers for the homeless, neglected, delinquents, dropouts, and Title I Non-Public Schools personnel.
2. Supports and assists school-based dropout prevention coordinators and staff in implementing and evaluating the effectiveness of site-based dropout reduction plans.
3. Monitors tutorial programs and study sessions.



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4. Monitors a system for tracking the progress of individuals and subpopulations of students as they progress toward graduation, including individual file folders on identified youth.
5. Collaborates with schools to develop and implement programs for students with a high probability of dropping out or not graduating from high school.
6. Monitors the inventory of all Title I purchased supplies, materials, and equipment for designated settings.
7. Provides assistance to youth home staff in obtaining attendance records from school attendance officers and class grades from school registrars, when asked.
8. Submits required reports to the Federal Programs Director.
9. 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, and 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.