

MOP Co-Op Title I “A” Director

DESCRIPTION:

Employment as a Title I “B” Director providing services to multiple districts within the Mecosta-Osceola ISD.

REQUIREMENTS:

Must have at least five (5) years of educational leadership involving work with programs under the consolidated application. Experience with State of Michigan MEGS System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate the completion and submission of all items in the consolidated application and any amendments
2. Collect necessary information from buildings and file as needed
3. Collaborate with the finance director for single audits
4. Monitor carryover funds and make sure they are properly closed out
5. Encourage and coordinate planning for consolidated application programs
6. Monitor the implementation and evaluation of all consolidated application programs including professional development for each one
7. Verify application approvals from MDE
8. Direct the sending of required parent letters regarding Title programs
9. Assist district representative in filing the comparability report
10. Assist district representative in filing the building allocation report
11. Assist district business office in allocating funds (especially Title I) to buildings
12. Collect information and file or assist in filing consolidated application fall report
13. Track AYP and MEAP results as related to Title programs for all appropriate buildings
14. Supervise the establishment of improvement plans as needed for not making AYP
15. Monitor and provide technical assistance for necessary extended time programs
16. Gather free and reduced lunch information from appropriate district staff and control the use of this information as it relates to consolidated application programs
17. Coordinate and assist with mandatory parent/community meetings
18. Provide assistance and monitoring to insure parent input and involvement as it relates to consolidated application programs
19. Encourage and monitor related community outreach and partnerships
20. Monitor and work with appropriate areas of all buildings delivering Title services
21. Encourage and assist as appropriate in the development of district and building level school improvement plans as they relate to consolidated application programs
22. Monitor academic needs assessment of appropriate buildings
23. Monitor and assist buildings involved in technical assistance
24. Monitor and advise buildings identified for school improvement
25. Plan and coordinate parent/community meetings with SES providers if needed
26. Work with Homeless and MEAP coordinators as needed to facilitate needs of consolidated application programs
27. Collaborate with 31a (At-Risk) coordinator

28. Perform other duties as necessary to meet expectations and requirements of federal programs
29. Collaborate or assist with collaboration with non-public schools
30. Attend appropriate workshops, conferences and meetings. Minimally: Fall Directors, CATC meetings (usually 5 yearly) at Winding Brook, similar meeting on west side as well, Fall, Spring and other periodic MDOE meetings, Spring Directors' Conference