

## **MOP Co-Op Title I “B” Director**

### **DESCRIPTION:**

Employment as a Title I “B” Director providing services for 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. Collaborate with the finance director for single audits
2. Encourage and coordinate planning for consolidate application programs
3. Monitor the implementation and evaluation of all consolidate application programs
4. Verify application approvals from MDE
5. Assist district representative in filing the comparability report
6. Assist district representative in filing the building allocation report
7. Assist district business office in allocating funds (especially Title I) to buildings
8. Collect information and file or assist in filing consolidated application fall report
9. Encourage and assist as appropriate in the development of district and building level school improvement plans as they relate to consolidated application programs
10. Work with Homeless and MEAP coordinators as needed to facilitate needs of consolidated application programs
11. Perform other duties as necessary to meet expectations and requirements of federal programs
12. Collaborate or assist with collaboration with nonpublic schools