



Example of Title Coordinator Job Description

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Our company is looking for a title coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for title coordinator

- Research multi-state title requirements, request duplicate titles, to satisfy transaction requirements
- Perform administrative office duties such as data entry, title tracking, word processing, filing, copying, scanning, and/or faxing for standard title processing, Bill of Sale Creation and distribution
- Provide oversight and implementation of policies and procedures at LSUA and LSUE to effectively comply with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S. C
- Proactively manage the recruitment and training of Title IX investigators
- Provide notification of investigations to all parties and determine the extent of each investigation
- Plan, organize, and implement EEO/AA program activities including an affirmative action plan for both campuses
- Create statistical and narrative reporting
- Assist other staff to deliver quality instruction to all students
- Disseminate letters of notification to parents informing them that their children are enrolled in a Title I school-wide school
- Assist in assessing student needs and scheduling services to all students according to individual needs

Qualifications for title coordinator

- Escalate complex issues to management as needed
- Support testing of new processes and technical system enhancements

- Oversee collaborative planning and monitoring the activities of Title I Educational Assistants (Instructional Aides) and Hourly Parents
- Coordinate the completion of a Title I Personnel Worksheet and submit it to the respective Title I Supervisor whenever there is a Title I Personnel change
- Maintain all student data related to Title I on the Chancery database for grades Pre-K through 12