



Example of Title Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a title coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for title coordinator

- Coordinate the ordering of all Title I materials and equipment
- Distribute Title I materials and equipment
- Schedule and coordinate Title I Extended-Day classes
- Prepare and maintain Instructional Program Request for Extra Pay Forms for the Title I Extended-Day program and the extra duty pay
- Coordinate support programs such as field lessons, consultants
- Forward all requests for consultants and contracts to the Budget Analyst in a timely manner
- Be responsible for systematic means of informing parents of Title I students' progress
- Coordinate and maintain documentation on parental involvement activities for auditing purposes
- Establish/create parent literacy programs
- Coordinate all parent programs with Project Reconnect and with Title I Parent Involvement Specialist in each District Office

Qualifications for title coordinator

- Participate in designated Title I professional development activities, which support the school improvement plan
- Perform other duties as described in the individual School Improvement Plan
- Perform these and other Title I assigned duties under the direction of the

- Experience in training delivery systems for a variety of audiences
- The ability to communicate effectively in both written and oral forms with all levels of management