



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	SPECIALIST TITLE I COMPONENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4290
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides instructional support to component personnel at school locations; assists in component planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; assists in planning, developing, implementing inservice for school based component personnel; assists in coordinating the Title I components with the regular program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a resource by providing a variety of instructional services to component personnel at the local school level and by assisting in the selection, preparation and use of appropriate component instructional materials

Assists in component planning, implementation and evaluation

Assists in curriculum development and refinement of the component

Assists in planning, developing and implementing component in-service

Provides technical expertise in designing, adapting and implementing on-the-job training for the Title I staff at the local school level

Collects, compiles and analyzes component management system data

Disseminates component information as appropriate

Works with appropriate personnel to resolve component concerns

Assists in monitoring component for compliance with Title I legislation and guidelines

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift; carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky certification in Administration and/or Supervision (Principal's Certification)

Three (3) years of successful teaching experience at the appropriate level

Knowledge of current literature, instructional strategies and materials in the math or reading/language arts areas

Effective communication skills

DESIRABLE QUALIFICATIONS

Certification in reading or equivalent professional experience in reading, related fields or additional hours in math as appropriate

Ability to interpret test results and assist in developing/refining where appropriate, corrective instructional interventions
Demonstrated ability to work with a wide range of people in different roles
Knowledge of federal programs, preferably Title I
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.