

# Coordinator III – Title I Services

## Position Details

Reference Code: A360

Division: College, Career, Equity, and School Choice

Classification: Professional-Technical

Terms of Employment: Step 40 of the Unified Administrative Salary Schedule,  
12 Months

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for providing technical assistance for Title I Program implementation. This position is directly responsible to the Director, Title I Services, College, Career, Equity, and School Choice Unit (CCESCU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide leadership and support to staff at elementary, middle, and alternative Title I school programs as it pertains to inventory and procurement of program materials.
2. Maintain a working knowledge of Every Student Succeeds Act (ESSA) program mandates as they refer to ordering and procurement of materials purchased with federal funding.
3. Facilitate and maintain accurate records of expenditures and receipt of materials relating to individual projects as well as the central Title I budget.
4. Work with the Warehouse Department to maintain oversight of planning and the delivery of materials to school sites.
5. Work cooperatively with area staffs to implement and align program expenditures.

6. Maintain a current inventory of federal purchases as it relates to the use of Title I funds.
  7. Initiate and develop reports as necessary; following federal audit requirements.
  8. Act as liaison between vendors, schools, and Title I to solve discrepancies in the ordering and delivery of materials.
  9. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of personnel matters, school operations, and budgets.
  2. Demonstrated ability to work effectively with school and administrative personnel, peers, and others.
  3. Demonstrated proficiency within the area of technology; i.e., PowerPoint, Excel spreadsheets, Access, Systems Application and Products in Data Processing (SAP), school-based programs, and productivity applications contained in the Google platform.
  4. Understanding of the ESSA.
  5. Effective communication, collaborative, and interpersonal skills.
  6. Effective skills in planning and organizing corresponding activities.
  7. Familiar with the latest technology as it relates to purchase of equipment and programs.
  8. Ability to communicate clearly both orally and in writing.
  9. Ability to plan, organize, and set priorities.
  10. Ability to gain cooperation from various entities.
  11. Ability to establish and maintain an effective working relationship with Clark County School District administrators, licensed, and support professional employees, and outside agency representatives.
  12. Ability to work well under pressure to meet mandates.
  13. Ability to work independently with a high level of attention to detail.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

None Specified.

## **Experience**

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

## **Preferred Qualifications**

1. An earned master's degree from an accredited college or university.
2. Present or previous successful experience with technology as related to maintenance of purchasing records for audit purposes.
3. Knowledge of State reporting platforms including ePage and Midas Desktop Monitoring software.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 12/08/21
- Created: 11/13/08