

# Coordinator III, Title I Services

## Position Details

Reference Code: A456

Division: College, Career, Equity, and School Choice Unit

Classification: Licensed Administrator

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as a responsible administrator for providing technical assistance for the Title I Program implementation. The person selected for this position is directly responsible to the Director II, Title I Services, College, Career, and Equity Unit.

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## Essential Duties and Responsibilities

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

1. Assists in the planning and implementation of Title I programs in schools by working in conjunction with program staff, site administrators, school associate superintendents, region superintendents, parents, and community organizations.
2. Conducts planning and informational meetings with program staff and Clark County School District administrators to disseminate information pertinent to Title I programs.
3. Coordinates technical assistance to Title I schools to ensure program compliance with federal regulations, state guidelines, and District policies.
4. Maintains budgets by approving, processing, and monitoring requests for program expenditures.
5. Supports school performance teams and activities related to school organizational teams (SOT).
6. Assists in the supervision and implementation of Title I programs and materials.

7. Assists schools with implementation of Title I Parent and Family Engagement Policy (PFEP) and related activities.
  8. Maintains a database of expenditures for all grants associated with assigned Title I schools.
  9. Supervises and evaluates the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
  10. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Working knowledge of federal and state laws, regulations, and policies governing Title I.
  2. Ability to plan and organize work and set priorities.
  3. Ability to gain cooperation and to lead and direct staff in a professional and sensitive manner.
  4. Working knowledge of the school improvement process.
  5. Ability to create spreadsheets for tracking of expenditures, equipment, parent involvement, and professional development activities.
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## Position Requirements

### Education and Training

An earned master's degree from an accredited college or university.

### Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement.

### Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment to the position, a Nevada administrative endorsement (or) have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school and currently hold a valid Nevada administrative endorsement.
2. Previous successful experience in a Title I program.

## **Preferred Qualifications**

None Specified.

**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: 06/17/20
- Created: 11/06/08