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<b>Position:</b>	Resource Teacher, Senior – Categorical	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	School Site and/or Special Projects	<b>Salary Grade:</b>	Appropriate Placement on Salary Schedule
<b>Reports to/Evaluated by:</b>	School Principal	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

This position serves to assist the site administrator and works collaboratively in organizing, implementing, and monitoring the categorical program. This position further assists the District administration in key leadership projects related to categorical implementation, compliance, and maintenance.

**DISTINGUISHING CAREER FEATURES**

This position receives direction from the site administrator at a school receiving categorical funds and works in collaboration to coordinate and monitor the categorical program and budget. This position may work at the school site as a Guidance Instructional Specialist–Senior for a portion of the school day.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes appropriate designated Title I related duties in the absence of the site administrator.
- Assists the principal in directing, coordinating, and monitoring the Title I program at the school site.
- Works cooperatively with the classroom teacher to provide direct supplemental instructional services to students who qualify for Title I services.
- Organizes and publicizes the annual Title I parent meeting.
- Serves as a liaison between the school and the parents of participating students. Submits all required annual Title I parent meeting information to the Director for Special Projects.
- With the School Site Council, coordinates and prepares the Title I program information for the School Site Plan for Consolidated Programs.
- Maintains all Title I program records and documentation.
- Supervises testing for the selection of Title I students.
- Maintains and rectifies the Title I budget, including Site Plan budget page with appropriate written justifications and certifications, general detailed ledger, and budget printouts.
- With the School Site Council and input from parents of participating students, coordinates the on-going planning and evaluation of the Title I program, including reports and annual Title I program evaluations.

- Coordinates and conducts an annual needs assessment to collect, organize, and analyze student, staff, and Title I program data to be used in designing the supplemental services to Title I students, such as the annual student review (*TGLE process*), diagnostic assessments, annual parent survey, staff development survey, etc.
- Coordinates and/or organizes parent-teacher conferences for all Title I students. Maintains parent-teacher conference records, including individual student annual review (*TGLE*) forms.
- Coordinates and arranges Title I funded conference attendance and staff development activities and maintains documentation, such as substitute requests, conference requests, expense statements, and conference reports.
- Coordinates the ordering of supplemental materials and supplies purchased with Title I funds.
- Maintains the school-level inventory of all Title I funded capital outlay (*equipment*).
- Assists in recruiting, screening, assigning, and monitoring Title I funded personnel, including in-servicing, providing program information, reviewing log books, reviewing monthly time accounting forms, submitting time sheets, etc.
- Serves as a liaison between the District and school in interpreting Title I laws and regulations.
- Conducts workshops for Title I funded aides, parent volunteers, and classroom teachers for the purpose of demonstrating appropriate instructional strategies and curriculum materials for participating students.
- Participates in child study teams for Title I students.
- Prepares parent training information for parents of participating students.
- Attends District Title I meetings and workshops.
- Assists cabinet level District administration in key leadership projects, including curriculum development, data analysis, personnel, budgets, and staff development to enhance the Title I program.
- Performs other duties as may be assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of organizational principles and practices. Must have knowledge of current curriculum trends in language arts and math. Requires knowledge of the laws, policies, rules, and regulations pertaining to categorically funded programs.

**Abilities:** Must be able to establish and maintain effective relationships with staff, students, parents, and the public in the performance of duties. Requires the ability to identify and determine the basic nature of students' educational needs, evaluate their relative urgency, and take action as appropriate. Must be able to supervise the work of subordinate personnel and develop and conduct appropriate staff development meetings. Must be able to speak and write effectively.

**Education and Experience:** Requires a Bachelors degree, a Professional Administrative Services credential, and a valid California public school teaching credential or Pupil Personnel Services Credential. Requires three years of successful experience in teaching or equivalent school leadership position. Must have demonstrated effective leadership qualities and potential through participation in such activities as school adjunct duties, mentor teacher, committee work, and/or special projects outside of the classroom.