



CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

TITLE I PROGRAM SITE FACILITATOR

DIRECTLY RESPONSIBLE TO

Site Principal

PRIMARY FUNCTION

The primary function of the program facilitator is to implement the legislation and objectives of the federally funded program

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates the planning, implementation, monitoring, and evaluation of the Title I program
- Prepares and submits necessary state and federal documents
- Plans and implements intervention programs for students
- Teaches small group instruction to at-risk students
- Facilitates the scheduling of certificated and classified personnel according to program needs
- Assists the principal with monitoring the Title I budget
- Develops and supervises professional development programs for teachers, instructional aides, volunteers, parents, and other personnel associated with the program
- Serves as a member on the District Advisory Committee
- Keeps abreast of learning theory, standards-based instruction, organizational practices, legal and policy changes, and current literature affecting Title I programs and students
- Serves as liaison between schools, departments, and appropriate community agencies
- Assists in the hiring and evaluation of classified staff associated with the Title I program
- Assists and advises on-site administrators and staff concerning school plan writing and state and federal compliance regulations for the Title I program
- Maintains open and professional communication with all district staff
- Implements parent involvement activities and plans parent education sessions
- Assumes other related duties as assigned

JOB REQUIREMENTS

- Teaching experience in one or more grade levels. Strong background in curriculum and instructional practices.
- Schedule must be flexible to attend evening meetings
- Work hours are consistent with normal District Office hours up to an eight-hour day
- Work schedule may vary from the instructional calendar

SALARY

In accordance with the Certificated Educators' Salary Schedule