

# **TITLE I PARENT COORDINATOR**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To assist in the development, implementation, and evaluation of instructional programs and materials for all Title I areas. To coordinate communication and participation between home, community, and school.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists in the development, implementation, and evaluation of instructional programs and materials for all Title I areas.
2. Assists the Title I coordinator in planning and conducting staff in-service training activities for Title I.
3. Communicates with classroom teachers, principals, and staff to determine needs and suggested improvements and then to implement appropriate changes in the program.
4. Serves as a resource person for the staff, teachers, and parents in the selection of instructional supplies, materials, and equipment for the eligible Title I students.
5. Meets regularly with the Title I coordinator to plan, evaluate, and conference concerning the needs of the Title I program.
6. Coordinates and attends all parent activities, including the required annual meetings and the parent workshops for each school.
7. Attends in-service meetings, training sessions, staff development sessions, open houses, and conferences as requested by the coordinator to meet the needs of Title I.
8. Prepares lessons and teaches classes for new Title I staff and upon request by the coordinator in all Title I program.
9. Assists the coordinator in preparing the annual grants application, student evaluation, and on-site review needs for Title I.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2015