

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: Title I Specialist

Reports To:

Location: CENTRAL OFFICE

Primary Function:

To secure federal funding opportunities, implement programs and evaluate their effectiveness.

DUTIES AND RESPONSIBILITIES

- To write proposals to secure federal funds.
- To monitor eligibility and placement of students in federal programs.
- To identify and select target populations.
- To conduct annual needs assessments in language arts, mathematics and reading.
- To administer program budgets in accordance with guidelines.
- To establish and coordinate the Title I Parent Advisory Council.
- To conduct an annual meeting of parents of eligible students.
- To prepare and maintain records and reports; i.e.,
 - Title I applications
 - Up-to-date inventories
 - Carry-over applications
 - Equivalency reports
 - Reimbursement requests
 - Project amendments
 - Evaluation reports
 - Sustained gains reports
 - Eligibility and placement reports
- To coordinate Title I programs with private schools.
- To supervise federal programs (except the lunch program).
- To evaluate Title I and other federal programs.
- To perform other duties as assigned by Superintendent

Board of Education

Berlin/Ivor District
Florence Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James Pope III

Drewryville District
Donna Rountree

Franklin District
Lynn Bradley

Jerusalem District
Christopher Smith

Newsoms District
Denise Bunn

At Large
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QUALIFICATIONS:

- Virginia Postgraduate Professional License with an endorsement in instructional supervision.
- Five years successful, full-time experience as a teacher, supervisor or administrator.
- Demonstrate superior skills in written and oral communication.
- Possess leadership qualities and personal characteristics necessary to work effectively with students, teachers and parents.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations of administrative personnel.

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