



Job Title: **Title I Specialist**

Department: **Office of Student Advocacy and Access**

Supervisor: **Director of Student Advocacy**

Lane Placement: **Licensed Salary Schedule 242**

Schedule: **8 hr / 242 days** Eval Group: **CTESS - Specialist**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Title I Specialist will be responsible for the programs supporting the Community Schools pathways of Academic Learning, Youth Development, Parent/Family Engagement and Support and will assist with the pathways of Health and Social Services and Community Partnerships. The Specialist will support the Title I Preschools, coordinate the Title I Summer School and After School Programs. The Specialist will also coordinate and support supplementary academic programs for McKinney-Vento students at all levels.

ESSENTIAL FUNCTIONS

- Assist the Director in overall Title I data analysis, and use multiple sources of data including disaggregated student data to determine adult learning priorities, monitor progress and sustain continuous improvement.
- Assist the Director in the effective implementation of the Community School Model, including administration of the CAYCI surveys, supporting United Way Partnership and managing community partnerships.
- Deepen educators' knowledge and expertise in the use of supplemental Title I programs to assist students in meeting rigorous academic standards. Collect, manage and analyze program data and support teachers to use data for instructional decisions.
- Assist in providing professional development and coaching to support scaffolding of instruction for English Learners.
- Share responsibility for implementing evidence-based family engagement strategies and supporting Family Learning Centers. Support school efforts to meet the requirements for effective Title I Parent Involvement.
- Share responsibility for supporting Title I full-day kindergarten.
- Assist schools with the implementation of valid and reliable formative assessments, data analysis and use of data in making instructional decisions.
- Coordinate, provide training for and manage the secondary credit recovery programs designed for McKinney Vento Students.
- Coordinate the Summer and After School Programs, manage the data collection required of each school, provide training and support to school Extended Learning Specialists, ensure timely and accurate completion of Quality Tool Evaluation and PPICS surveys;
- Provide training to AfterSchool tutors to ensure alignment with day program and collect data required for grants.
- Act as the District liaison to community partners providing Youth Development activities, establishing effective communication, coordinating calendars, managing transportation, ensuring compliance with district policies and procedures, and providing PBIS training as needed.
- Collaborate with others to write grants for supplemental funding to support programs for students with multiple risk-factors impacting college and career readiness.
- Work collaboratively with the Instructional Supports Department and Alternative Language Services staff to plan and provide systematic personnel development for CSD educators related to appropriate instructional strategies to increase student achievement.

- Work collaboratively with other Advocacy and Access specialists, district departments and school-based personnel to implement the Canyons Multi-Tiered System of Support.
- Support all Student Advocacy and Access Department initiatives.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- | |
|---|
| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
|---|

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires a Master's Degree.
- Requires a valid Professional Educator License for the State of Utah.
- Requires ESL Endorsement.
- Requires a minimum of three years successful experience facilitating learning groups and coaching teachers.
- Must be skilled in explicit instruction, positive behavior supports, and differentiation strategies to support English Learners and academically advanced students.
- Prior experience working with at-risk students, families and community agencies required.
- Requires exceptional technology skills and demonstrated proficiency in the use of instructional media tools. Endorsement in Educational Technology preferred.
- Prior experience with SuccessMaker, Imagine Learning, Edivate, and Reading Horizons curricula preferred
- Requires ability to organize and direct the work of others, develop procedures, templates and accountability timelines.
- Exceptional communication skills, both verbal and written.
- Ability to keep sensitive information confidential.
- Ability to treat students, parents and staff with empathy and discretion.
- Demonstrated skill in teaching and facilitating adult learners.
- Willingness to continually learn new information and develop new skills.
- Ability to take initiative, work efficiently and effectively with little oversight, and complete assignments on-time.
- Ability to work collaboratively as well as individually on assigned tasks.
- Desire and ability to work collaboratively to implement evidence-based programs and develop sustainability of Community Schools model.
- Willingness to support other department initiatives.
- Ability to work a flexible schedule (afternoons and evenings).

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020