



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF SPECIAL PROGRAMS

JOB TITLE:	Director of Special Programs	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 5

PRIMARY PURPOSE:

- Coordinate the Title I program (Title IA and Title ID)
- Coordinate the Title IIA program
- Supervise the Reading Recovery® program
- Coordinate the state compensatory education program

QUALIFICATIONS:

Education/Certification:

Master's degree from an accredited college or university
Reading Recovery® teacher leader certification

Special Knowledge and Skills:

- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Ability to coordinate district function
- Strong organizational, communication, and interpersonal skills

Experience:

Five years teaching experience and some administrative experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Oversee development of Title I, Title ID, Title IIA, and State Compensatory Education (SCE) budgets, ensuring coordination with other fund sources
2. Coordinate with other program personnel in writing the federal programs yearly grant



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Ensure compliance with all legal aspects of the Title I, Title II, and SCE programs, including program evaluations and writing waivers
4. Monitor the implementation of the Title I, Title II, and SCE grants to ensure compliance at the campus level
5. Provide Title I and SCE budgets to the campuses, and monitor purchase orders throughout the year to monitor compliance
6. Work closely with the business office throughout the year in the setting up budgets and monitoring expenditures
7. Monitor the Title I and Title II private school implementation
8. Provide technical assistance to teachers and principals
9. Collaborate with administrators and teachers to provide appropriate staff development
10. Observe and monitor classroom instruction
11. Seek out and assist in writing appropriate grants
12. Stay current in research and research-based programs in early literacy
13. Work as part of the curriculum team to provide quality programs that enhance student success
14. Attend district administrative training
15. Attend principals' meetings and curriculum and instruction department meetings as scheduled
16. Coordinate the Title I school improvement grants and program
17. Submit campus plans and evaluations to TEA
18. Supervise the planning, development, implementation, and evaluation of instructional programs and materials



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Reading Recovery

19. Oversee the implementation of the Reading Recovery® program and ensure compliance with program standards
20. Observe and monitor Reading Recovery® teachers in Longview
21. Evaluate program effectiveness through follow-up studies of Reading Recovery® children in the district
22. Facilitate literacy teams on Reading Recovery® campuses
23. Provide on-going staff development for Reading Recovery® teachers
24. Attend on-going training sessions for teacher leaders, including state and national training conferences
25. Monitor teacher records
26. Monitor the selection of children for the Reading Recovery® program throughout the site
27. Monitor the exit of children from the Reading Recovery® program and the continuation of the program in summer school when needed

Other

29. Comply with district policies, as well as state and federal laws and regulations
30. Adhere to the district's safety policies and procedures
31. Maintain confidentiality in the conduct of district business
32. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
33. Demonstrate regular and prompt attendance
34. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017