

JOB DESCRIPTION

TITLE: Title 1 Program Improvement Supervisor

QUALIFICATIONS: A valid Type A Louisiana Teaching Certificate and an earned Masters Degree from a regionally accredited institution of high learning with certification of Supervisor of Instruction

GOAL: To assist Title 1 schools in providing a quality education with high educational expectations

SPECIFIC RESPONSIBILITIES:

A. Contact and relationships

1. Supervisory

a. Supervision received

1. Directly: Superintendent
2. Indirectly: N/A

b. Supervision exercised

1. Directly: N/A
2. Indirectly: N/A

2. Organizational

a. Internal

1. Continuous contact with Title 1 school administrators, teachers, Title 1 Curriculum Supervisor and Title 1 Director
2. Frequent contact with Title 1 staff and Central Office staff
3. Occasional Contact with Superintendent

b. External

1. Continuous contact: N/A
2. Frequent contact with State Title 1 staff and parents
3. Occasional contact with other Parish Title 1 personnel and Academic/Civic Organizations

B. Functions

1. Planning

a. Plan a program of self-improvement and professional growth

b. Assess the total school program for effectiveness

c. Assess instructional materials needed for program improvement

d. Assist in development of programs for achieving substantial progress toward meeting the desired school goals and objectives

- e. Plans a program of parental involvement in the Title 1 schools with assistance from school personnel
 - f. Assist with the development of professional development programs for teachers and assistants
 - g. Assist in development of reports and evaluations in the Title 1 Program
 - h. Assist with the development of parental involvement activities for parents during and after school
 - i. Make recommendations to the Title 1 Director for policy changes
 - j. Assess annual budgetary requirements for the position, for processing, by the Title 1 Director
2. Implementation
- a. Assist school administrators and Title 1 personnel with the implementation of total school program improvement
 - b. Assist in planning and coordinating the parental involvement program in the Title 1 schools
 - c. Assist Title 1 schools in training of parents in instructional activities for home use
 - d. Prepare social summaries for parents needing assistance with student visual impairment
 - e. Perform other assigned duties
3. Control
- a. Maintain Title 1 records for annual evaluations
 - b. Maintain accurate records relative to parental involvement and program improvement outcomes
 - c. Conduct follow-up activities on program recommendations made to Title 1 schools
 - d. Monitor procedures relative to position
 - e. Revise aforementioned procedures under the supervision of Title 1 Director

Employee's Signature

Date