

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Title 1 Lead Teacher

QUALIFICATIONS: Valid Florida Educator's Certificate

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: To provide leadership in carrying out the educational program of the school as it relates to Title 1.

PERFORMANCE RESPONSIBILITIES:

Responsibilities of the Title 1 Lead Teacher will include, but are not limited to, the following:

- Title I Documentation:
 - Maintain AUDIT FOLDERS as directed by Title I office.
 - Maintain School Intervention Lists.
 - Organize and file memos/emails related to project guidelines including Federal, state, and district requirements. (District Title I memos/emails, budget records, materials lists, agendas, parent involvement, minutes, sign in sheets, and other relevant items).
- Coordinate communication between school staff and district personnel:
 - Assist in the selection process of tutorial groups.
 - Maintain consistent contact with teacher tutors, paraprofessionals, classroom teachers providing updated information.
 - Coordinate with principal and teachers to implement Title I Parent Involvement Activities.
 - Coordinate with principal and school secretary on all Title I expenditures ensuring correct procedures are followed.
- Maintain accurate equipment inventory and materials records:
 - Organize and maintain a system for Title I materials.
 - Process, stamp and distribute all materials paid for with Title I funds.
 - Update inventory lists, both materials and equipment.
 - Attend district Title I trainings.
 - Be prepared for monthly site visits by Title I staff.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: By Principal

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001

New Date: 5/19/14