SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/10

COORDINATOR, TITLE IC, MIGRANT EDUCATION

Effective Date

3.13.3

Job Title

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1. **Primary Function:** Plans, coordinates, administers, and monitors the implementation and evaluation of Title IC Federal Program.

2. **Responsibilities:**
   - Plans for and develops the Title IC grant applications based on current needs.
   - Develops and monitors program budgets for Title IC.
   - Plans and supports the curriculum, instruction, and parent literacy program for the Migrant Pre-School Program.
   - Monitors district and building-level implementation of Title IC to assure compliance with federal and state regulations.
   - Hires and supervises licensed and classified personnel at district office, schools, and during summer school.
   - Coordinates the identification, assessment, and supplemental services for educationally disadvantaged migratory children.
   - Builds and maintains positive professional communication with school staff, department staff, parents, and agencies.
   - Plans and coordinates professional development for Migrant Education staff.
   - Coordinates Parent Involvement (Parent Advisory Committee, monthly migrant parent involvement and informational events).
   - Coordinates the collection of student data for program assessment and reporting; completes reports for state and federal grants for the Migrant Education Program.

3. **Key Relationships:**
   - Director, Federal Programs: Reports to this position.
   - Program Assistants, Resource Teacher, Instructional Assistants, Migrant Advocates, Migrant Student Resource Specialists, and Clerical staff: supervises as required.
   - Classroom teachers and building administrators: Coordinates the implementation of programs among schools and the Department.

4. **Minimum Qualifications:**
   - Master’s degree or equivalent training.
   - Three years of teaching experience and/or administrative experience in one or more of the following: supervision, second language acquisition, curriculum development, and second language/multicultural education.
   - Fluent Spanish skills desirable.
   - Demonstrated ability in group processes and in organizational skills.
   - Licensure: Valid Oregon Administrator License.

5. **Term of Employment:** 12 months.

6. **Salary Level:** Grade 8.