

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

---

**Position Title:** Title I Resource Coordinator - Federal Program  
**Reports to:** Administrator, Quality Assurance

---

**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage in elementary education. A minimum of three (3) years experience with educationally disadvantaged students preferred. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To effectively acquire and appropriately utilize all resources to assist students in realizing their highest academic and personal potential and assist in the writing, monitoring and evaluation of the Title Project.

**Essential Duties and Responsibilities:**

1. Serves as a facilitator to implement programs, activities and procedures for the involvement of parents.
2. Collaborate with principals, school staff and parents of participating children to jointly develop a written policy that is incorporated into the district's LEA (local educational agency's) plan.
3. Provide coordination, technical assistance and support to participating schools in planning and implementing effective parental involvement.
4. Coordinate and integrate parental involvement strategies with other programs and agencies.
5. Assist in conducting and assessing an annual evaluation of the content and effectiveness of the parental involvement policy.
6. Coordinates necessary literacy training from other sources to help parents work with their children to improve their achievement.
7. Provide technical assistance to assigned schools in the value and utility of contributions of parents.
8. Make home visits when requested to gather information used for social development history, for assignments and reassignments, and for determining the needs of the student relative to his/her home environment.
9. Build ties between home and school by presenting a positive image of the school to parents, and conveys to them the school's genuine concern with the educational growth and development of each child.
10. Coordinate the Title I Parents Involving Parents (P.I.P.) Program in assigned schools. Delegates responsibility, trains, provides supervision and evaluates parents involved in the P.I.P. program.
11. Assist in instructional process by providing teachers with materials, information and testing/technology data.
12. Assist teachers in participating schools with program and student assessment and evaluation.
13. Assist the Title I Program Director in planning, monitoring and evaluating the program to assure implementation of the approved Title I Program guidelines and regulations.
14. Provide for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or coursework.
15. Maintains communication between assigned schools and the Program Director.
16. Abide by all policies of the Okaloosa County School Board.
17. Perform other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.