

Pershing High School
 18875 Ryan Rd.
 Detroit, Michigan 48234
 (313) 866-7700
Attention: Dr. Gregory King

JOB POSTING
June 27, 2013

POSITION:	TITLE 1 PROGRAM COORDINATOR
QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's degree required with a preferred certification in Business/Educational Administration/Supervision/ leadership or with at least 2 years of related supervisory experience • Minimum of five years of experience in teaching and/or administration • Analytical ability and inductive thinking are required • Ability to problem solve ability to analyze diverse issues • Ability to establish rapport with parents, students, staff, parents, community and contractors • Strong written and oral communication skills • Proficient in MS word
JOB GOAL:	To implement, monitor, and evaluate Title 1 funded initiatives to ensure improved student achievement in targeted school.
DUTIES:	<ul style="list-style-type: none"> • Coordinates a school wide Title 1 Program. • Coordinates professional development for Title 1 staff and teachers. • Participates in federal, state, and district Title 1 sponsored events. • Assists with Title 1 program improvement requirements. • Recruits, interviews, recommends for hire, train, and evaluate Title 1 teachers and paraprofessional staff. • Complies and maintains written records and reports on results of the Title 1 program and disseminates this information to appropriate agencies, parents, and professional staff. • Evaluates requests for Title 1 equipment, supplies, and materials. • Coordinates and develops building parent involvement activities, including the bi-annual parent meeting. • Schedules monthly or as needed meetings with Title 1 staff to review policy, procedure, and teaching methods within the program. • Serve as a liaison to MDE, EAA, and outside providers funded through Title 1. • Provide monthly updates to the Principal and/or Chancellor on grant activities and achievement. • Ensures that Title 1 requirements specified in the NCLB Act are implemented (i.e., Parents' Right to Know Clause, AYP report dissemination, etc.). • Serve as a member of the School Improvement Team. • Communicate regularly with the School Leadership Team.
RESPONSIBLE TO:	High School Principal
WORK SCHEDULE:	7:15 AM to 3:45 PM – Full time
SALARY:	\$75,000 with benefits
METHOD OF APPLICATION:	Submit qualifications and a brief letter of interest to: Dr. Gregory King via email at gking@eaafmichigan.org .
DEADLINE FOR APPLICATION:	Until filled

Pershing High School does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information or disability in its programs, services, activities or employment opportunities.