

**Gateway Regional School District
ESSA Consolidated**

The Director of Grants and Accountability will be responsible for all the tasks provided below and for adhering to the timelines provided in each section of this document. The Director of Grants and Accountability's responsibilities as the Title I Coordinator include:

- Develop and submit Title I grant application (budget and programmatic descriptions)
- Select eligible Title I schools (target area selection)
- Prepare and submit amendments (budget and programmatic)
- Review and monitor eligible student selection process
- Complete comparability reports
- Oversee accountability requirements
- Support the planning and administration of parent and family involvement activities and requirements
- Provide professional development opportunities for Title I staff and parents
- Contact and consult with private schools, notification of possible services, and overseeing services to eligible students.
- Allocate funds to schools
- Recruit/hire/evaluate staff (if applicable)
- Write/administer school support team funds (if applicable)
- Request additional funds (as needed)
- Support Title I parent activities
- Complete final report
- Support school-wide planning, development and implementation (if applicable)
- Prepare documentation for Tiered Focused Reviews
- Support the develop and administer needs assessment surveys and priorities
- Remain informed on legislation/regulations pertaining to Title I and ESSA and keep district officials apprised of relevant issues
- Coordinate with building principals, central office, ELE, Homeless and Foster Care Liaisons, and Special Education
- Participate in relevant workshops/conferences
- Evaluate program impact and make appropriate program changes

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- Evaluate effectiveness of parental involvement program
- Check with business office, monthly, regarding the status of spending for the year
- Ensure carryover does not exceed allowable 15%
- Provide materials for auditors
- Review with the Director of Finance, Single Audit findings and auditor's recommendations for corrective action
- Review Title I Tiered Focused Review corrective action/progress reporting