

# Project Facilitator, Title I Services

## Position Details

Job Code: C8260

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The individual selected for the position will serve as a Title I project facilitator for Title I Program Services. The person selected for this position will be expected to adhere to the Clark County School District (CCSD)'s *Professional Domains and Standards for Licensed Employees* and be responsible to a designated Title I Program Coordinator, Title I Services, Business Administration and Finance Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists with the planning and implementation of the Title I programs in designated schools by working in conjunction with the Coordinator, Title I staff, site administrators, School Associate Superintendents (SAS), parents/guardians, and other stakeholders.
2. Assists in the planning and implementation of informational meetings with program staff and CCSD administrators to disseminate information pertinent to Title I programs.
3. Assists with the coordination and implementation of technical assistance to schools to ensure program compliance with federal regulations, state guidelines, and CCSD policies.
4. Assists in development and coordination of teacher coaching and onsite training.

5. Prioritizes and maintains appropriate documentation of all approved Title I activities.
  6. Assists with the maintenance of school program budgets by processing and monitoring requests for program expenditures.
  7. Maintains an accurate database of expenditures for all grants associated with Title I schools.
  8. Assists with the supervision and implementation of Title I programs and materials.
  9. Assesses program effectiveness by monitoring and evaluating activities for future project planning.
  10. Works with teachers and administrators in preparation of parenting activities designed to encourage and facilitate parent/guardian engagement in student learning.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Working knowledge of the school improvement process.
  2. Knowledge of resources and materials conducive to the implementation of Nevada Standards.
  3. Solid working knowledge of Microsoft Word, Excel, and Adobe Professional.
  4. Effective communication, collaboration, and interpersonal skills.
  5. Effective skills in planning, organizing, and coordinating activities.
  6. Ability to plan and organize work and set priorities.
  7. Ability to problem-solve, prioritize, plan, organize, and implement projects effectively.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Previous successful experience in a Title I program.
3. Successful performance in the position previously held at the time of application.

### **Licenses and Certifications**

1. Must possess a valid license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

Leadership and facilitation experience.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 10/31/24
- Created: 07/13/17