

Task List for NCLB Federal Programs

Federal Programs Director

- District and school assessment and accountability reports are accurate, complete, and disseminated to the public in a timely manner.
- Responsible for the design, submission, and implementation of the consolidated application.
- Updating the district's written professional development plan
- Identification of students with Limited English Proficiency, services, and testing.
- Implementation of all programs, including Title I part A, Title II A (Class Size Reduction or professional development), Title II D (technology), Title IV, or REAP, ensuring appropriate use of funds and compliance with all regulations.
- Time distribution records are maintained and clearly indicate staff time paid with federal funds.
- Complaint policy encompasses right for all stakeholders to file a complaint about the use of federal funds and is widely distributed and available.
- School and district improvement plans are developed with staff, parent, and community input and implemented as written.
- Consult with officials of private schools for provisions of equitable services in all required NCLB federal programs.

Title I Director

- Complete consolidated application Title I sections. Rank order schools by poverty and select schools that will receive Title I funds.
- Evaluate district level parent involvement policy with parent input. Solicit parent input in determining how district set aside for parental involvement will be spent. Conduct annual meeting for parents of children served Title I.
- Arrange for an annual meeting for parents of Title I students. Additional meetings and educational events are held to meet parental needs.
- Student needs assessment forms and procedures are consistent across the district.
- Annual attestations as required by section 1119 are completed by each principal of a Title I school and copies are available at each school site as well as in the district office. These statements are accurate in terms of core content teachers and paraprofessionals meeting requirements.
- Publish the Parents Right to Know to ensure that each parent of a child attending a Title I school knows they have the right to ask for the professional qualifications of each staff member working with their child.
- Conduct staff meetings for all Title I staff to provide pertinent information, review regulations, address compliance issues, and review the approved programs form the consolidated application.
- Complete Title I Annual Report each spring.

- Time distribution records are maintained and clearly indicate staff time paid with Title I funds.
- Provide Title I services to eligible students in private schools.
- The district coordinates with all early childhood agencies in the district, implementing the coordination and transition plan developed and evaluated by a team of representative agencies and parents.
- All school improvement and schoolwide plans are annually evaluated by the school team, including parents, and implemented as written.

Principal of a Title I School

- Ensure that the school level parental involvement policy is implemented as written, evaluated with parental input on an annual basis, and is distributed to all parents of Title I students (all parents in a schoolwide school). Provide the school parent compact to all Title I students and their families.
- The 1119 assurance statement is written to reflect the actual status of core content teachers and paraprofessionals in Title I programs. The verification form is signed at the beginning of school, original kept at the school site with a copy on file at the district office.
- The Parent's Right to Know is distributed to all parents. Requests for information are promptly provided. A letter to parents of students in classes taught for four or more weeks by a teacher that is not highly qualified is promptly sent.
- All staff paid with NCLB federal funds complete time distribution records on a regular basis as required.
- Classroom teachers complete assessments and information needed to complete the student needs assessment forms required for targeted assistance programs to determine eligible students.
- Schoolwide and school improvement plans, as applicable, are evaluated on an annual basis with team input, including parents, revised as necessary, and implemented as written.

Title I Teacher

- Distribute district and school level parental involvement policies and the school parent compact to parents of each child participating in a Title I program.
- Complete time distribution records.
- Coordinate with classroom and special education teachers.
- Using information generated by classroom teachers, complete the student needs assessment and assign points. Rank order all students and determine which students are most at risk of failing the state's content standards. Identify students eligible for services. Ask parents to accept or deny services for their child. Set up schedule for services.
- Provide Title I services as outlined in the school's approved plan in the consolidated application.
- Provide progress reports to parents on a regular basis, at least quarterly.

- Arrange for parent teacher conferences with parents of students served.