



## State of New Jersey

DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

JON S. CORZINE  
*Governor*

LUCILLE E. DAVY  
*Commissioner*

May 19, 2008

To: Chief School Administrator, Title I School District  
Charter School Lead Person, Title I School

From: Suzanne Ochse, Director  
Office of Student Achievement and Accountability

Subject: Title I Program Manager Responsibility

This memo is to provide you with more detailed information about implementing the Title I program in your district. This is the time of year that Title I districts begin the planning phase for next year's Title I program. Consultations with nonpublic schools and meetings with stakeholder groups are to be proceeding. Gathering of data for the annual Needs Assessment and evaluation of the current Title I program is to be in progress.

It is also an appropriate time to reaffirm who in the district will be managing the implementation of the Title I program. A Title I Program Manager may have a different job title in your district such as Title I Coordinator, NCLB Director, etc. Please keep in mind that due to the complexity of the federal legislation, a knowledgeable professional is most equipped to handle this function. The Title I Program Manager is to have knowledge about the provision of academic instruction to academically at-risk children as well as familiarity with the intricacies of the Title I requirements. Your Title I Program Manager must collaborate with other district staff to ensure that the Title I requirements are met and the Title I program is implemented successfully. Some of the requirements are as follows:

- Having knowledge of federal legislation, regulations, and guidance
- Establishing multiple criteria for identifying academically at-risk children
- Conducting consultations with nonpublic school officials
- Organizing and conducting meetings with constituent groups
- Managing the development of the district's parental involvement policy

- Defining and instituting the elements of the annual district Needs Assessment, which may include individual assessments for schools in need of improvement and schools operating schoolwide programs
- Analyzing multiple student achievement and performance data
- Interpreting assessment and adequate yearly progress (AYP) information
- Establishing eligibility of Title I schools and allocation of funds
- Identifying elements of the Title I program and strategies the district/schools implement
- Planning for district professional development, parent involvement activities, and other districtwide instructional programs.
- Implementing and monitoring school improvement programs (as appropriate) such as school choice, supplemental educational services (SES), parent notifications, etc.
- Supervising the development and approval of the Title I Unified Plan for designated schools
- Evaluating the effectiveness of Title I programs and strategies
- Completing the annual consolidated application, amendments, and final reports
- Completing the annual Title I Performance Report

Your district business administrator is a partner to ensure that Title I funds are spent on allowable uses and fiscal principles and rules are followed (federal legislation, regulations, and guidance; GAAP; and EDGAR; for example). Ongoing consultation is essential. It is also expected that your district's Title I Program Manager represent the district at technical assistance trainings and professional development opportunities offered by the New Jersey Department of Education (NJDOE) that are relevant to Title I responsibilities.

If you need additional information on Title I, please visit our web site at [www.nj.gov/education/title1/](http://www.nj.gov/education/title1/) or you may direct questions to the Title I help line at [titleone@doe.state.nj.us](mailto:titleone@doe.state.nj.us).

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c: Members, State Board of Education  
Lucille E. Davy  
Willa Spicer  
John Hart  
Senior Staff  
Anne Corwell  
County Superintendent  
Lee Group  
Garden State Coalition of Schools