

# North Dakota Department of Public Instruction

## TITLE I FAST FACT SERIES

### Issue: Do I need a schoolwide coordinator credential?

The answer to this question is “it depends.”

#### ***You need a schoolwide coordinator credential if...***

Your school has assigned someone the responsibility of managing your schoolwide program and that individual is being paid with schoolwide Title I funds. In this circumstance, this individual would need a TIC-3, schoolwide coordinator credential. The amount of time this individual would spend on the schoolwide program can not overlap with other responsibilities assigned by the school or outlined in a contract.

For instance, an individual who is being paid as a schoolwide coordinator MUST have a portion of his/her day dedicated to schoolwide programming. This must be outlined in their district contract. It would not be acceptable to have an individual whose district contract is 50% administrator and 50% principal also be paid as a schoolwide coordinator.

The responsibilities of a schoolwide coordinator may include, but are not limited to, the following items:

- Complete and submit all required paperwork for the schoolwide program.
- Supervise teachers on the implementation of the schoolwide plan and appropriate instructional strategies.
- Participate in designing Title I budget.
- Conduct parent involvement activities.
- Oversee the after school program.
- Takes primary responsibility for the supporting teachers in implementing the schoolwide plan.
- Gathering and managing student achievement data on a monthly or weekly basis including creating reports on this data and sharing and working with teachers in understanding and applying the data to the classroom.
- Gathering and managing schoolwide program implementation data on a monthly or weekly basis to maintain the successful implementation of the plan and make changes as needed..
- Facilitating professional development activities that help teachers learn how to use the data to improve instruction.
- Responsible for conducting the yearly evaluation (Annual Review) of the implementation of the schoolwide plan, including facilitating data collection to analyze each aspect of the plan, summarizing the data for the schoolwide leadership committee, and completing and submitting the Annual Review of the Schoolwide Program form to the State Title I office each year.
- Lead and participate in high quality professional development for the entire school community, including identifying research-based topics that apply to the plan, coordinating and leading meetings, summarizing meeting results, and monitoring the application of professional development in the classroom.

If your schoolwide plan includes such a position, this individual will be required to participate in department-sponsored Title I workshops/trainings, as evidenced by a certificate of attendance in order to renew the coordinator credential.

If you have questions regarding this issue, please contact:

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