**Title I Personnel Roles and Responsibilities**

**Title I Teacher**

* Administer standardized assessments
* Prioritize and diagnose student needs
* Set/revise goals for students
* Plan lessons for self and paraprofessionals (when not done by the classroom teacher)
* Teach lessons
* Make parent contacts when needed
* Set teacher and paraprofessional schedules
* Contact classroom teachers for scheduling information, desired Title I push-in or pull-out times, and/or scheduling difficulties
* Participate in TAT or CST as needed
* Create and collect Title I compacts
* Create and collect surveys
* Design programming for parent/family nights
* Collaborate to write the Schoolwide Plan
* Participate in various school committees (School Improvement, Data, etc.)
* Maintain budget (and other) Title I records

**Title I Paraprofessional**

* Administer curriculum-based assessments (screenings, unit tests, spelling tests, running records) as requested by teachers
* Record student data
* Share records and student observations with teachers
* Implement lessons designed by teachers
* Modify lessons as requested by teachers (change font, remove extraneous graphics, highlight, etc.)
* Create learning materials as requested by the teacher (staple booklets, make flashcards, etc.)
* Assist teachers in clerical tasks involving instructional or parent involvement materials (stamp or apply stickers to books, label materials, Xerox materials, fold invitations, tally surveys, etc.)
* Participate in meetings with teachers and parents as requested
* Provide input to Title I teachers regarding scheduling
* Supervise students as requested
* Participate in school committees, if possible