



New Foundations  
Home for Children

## CAREER OPPORTUNITY

**Job Title:** Title 1 Coordinator  
**Job Type:** Full Time  
**Location:** 2300 Standridge Rd, Anderson SC 29625

### Work schedule:

Full Time –Monday – Friday (typical schedule 8:30am-5:00pm with some flexibility required)

### Competitive Benefits for Full Time Employees Include:

- Health, Dental, Vision, Life, Short Term, and Long Term insurance coverage
- Paid Time off accrued each month
- Overtime pay for specified holidays
- Retirement Plan with company match
- Credit Union membership
- Teladoc membership giving 24/7/365 access to a doctor for minor illnesses
- Variety of staff team building events
- Training and certification provided

### Our Vision

**It is our sincere goal to secure the future for children and families by doing whatever it takes to serve at-risk children and families. With that goal in mind, New Foundations offers both intervention and prevention services. Services include several programs of residential care as well as programs designed to work with children and families on an out-patient basis or in their home environments**

### Summary/Objective

Under limited supervision oversees coordination and implementation of all Title I educational services throughout all New Foundations' programs.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

- Prepare annual proposal and budget for Title I program in conjunction with Anderson School District Five
- Develop supplemental educational programs specific to each New Foundations program
- Maintain pre and post testing data on all clients and compile periodic progress reports
- Spend at least half time providing direct service to students in tutoring, lab, etc.
- Develop and implement a Summer Enrichment Program to address clients' educational deficiencies
- Facilitate purchases for Title I resources and services in conjunction with Anderson School District Five
- Oversee educational computer labs
- Maintain inventory of Title I resources and property
- Work closely with all New Foundations program staff to coordinate educational services for their respective programs
- Creates and facilitates an atmosphere that is most conducive to the growth, success, and safety of the clients
- Provides management and supervision of staff in the Title I department. Must carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Includes but not limited to training employees; planning, assigning, and directing work; appraising performance and completing regular supervision meetings with staff; addressing work complaints and resolving problems
- Responsible for the overall direction, coordination, and evaluation of the Title I department
- Must be able to perform physical restraints based on TCI (Therapeutic Crisis Intervention) training requirements and demonstrate competency in all aspects of TCI training

- Must initiate, engage, and participate in a full range of activities with clients. Including but not limited to recreational, educational, social, and group activities
- Must maintain a positive, and respectful interaction with clients and staff
- Must communicate any safety concerns immediately to supervisor. i.e. client safety and environmental safety
- Must check email and respond accordingly on a daily basis when scheduled to work
- Must maintain a valid driver's license and comply with DSS regulatory requirements, and agency liability insurance requirements
- Required to follow New Foundations policies and procedures at all times when acting on behalf of New Foundations
- Other duties as assigned by the supervisor

### **Competencies**

1. Ethical Conduct
2. Educational Development
3. Thoroughness

### **Supervisory Responsibility**

Provide supervision and management of tutors, volunteers, and interns in the Title I department

### **Required Education and Experience**

- Bachelor's Degree - in an Education or Human Services field
- Practical knowledge of treatment of emotional and behavioral child and adolescent disturbances

### **Additional Eligibility Qualifications**

- Considerable knowledge of individual and group behavioral traits, special emphasis on students' needs and behavioral patterns
- Ability to intervene effectively in a crisis situation
- Ability to plan and supervise the work of subordinate staff
- Ability to communicate effectively both orally and manually
- Ability to coordinate basic educational services
- Considerable knowledge of widely accepted public relations techniques and ability to make effective presentations
- Ability to supervise the collection, compilation and reporting of educational data
- Valid Driver's License with a driving record that meets the agency requirements
- Must complete and pass background checks to include criminal history, must not be listed on the DSS Central Registry for child abuse or neglect, and must not be listed on the state or federal Sex Offender Registry. Background checks are completed before hire and annually going forward

### **Training Requirements**

- At the time of employment Title I Coordinator must complete and pass Therapeutic Crisis Intervention training, processes and policy training, CPR, First Aid, bus training, and minimum 8 hours of observation training
- Title I Coordinator must complete and pass annual refresher Therapeutic Crisis Intervention training, processes and policy refresher training, CPR, and First Aid. If the annual training is not completed this will result in being removed from the work schedule.
- Some specialized training may be required throughout each year

### **How to apply:**

Please send applications or resumes and cover letters to:

Lisa Norton, HR Manager – [lnorton@newfoundationschildren.com](mailto:lnorton@newfoundationschildren.com) or fax resumes to (864) 260-4829

May apply on our website at [www.newfoundationschildren.com](http://www.newfoundationschildren.com)

Only qualified individuals being considered will be contacted for an interview.