

**Written Procedure to Monitor Implementation of Section 31a Programs**

It is the responsibility of the Section 31a Director/Director of State and Federal Programs, to monitor the implementation of the 31a programs. All 31a programs must be implemented per the 31a Plan. The Section 31a Director/Director of State and Federal Programs:

- is identified by the Superintendent and made aware of job responsibilities.
- ensures that the 31a Plan is reviewed and updated yearly per written procedures.
- ensures the existence of a school-level decision-making authority for 31a program design for each school receiving 31a funds.
- ensures the existence of a school-level decision-making authority for 31a program implementation for each school receiving 31a funds.
- ensures the existence of school-level decision-making authority for 31a program evaluation for each school receiving 31a funds.
- ensures that the 31a program is evaluated annually for effectiveness and impact on student achievement.
- ensures that program design and implementation meet Supplement, not Supplant requirements.