

Title III Administrative Responsibilities

It is the responsibility of the Title III Director/Director of State and Federal Programs to monitor the identification, program implementation, and exit protocol for the district. This process includes:

- In cooperation with all district buildings as well as Private/Nonprofit building directors in the district, the Title III Director will ensure that all students identified as possibly needing services, are screened and receive Title III services as appropriate.
- The Title III Director will work with district personnel to develop programs for ELLs ensuring that services are supplemental in nature. The plans to service students will be evaluated annually.
- The Title III Director will work with district personnel to create procedures to monitor students who have exited the program for at least two years after their exit notification.
 - K-12 ESL teacher will maintain and monitor forms.
- The Title III director will maintain correspondence, documentation for identifying students, program placement decisions, parental involvement, and other information related to the implementation of the program.
- The Title III Director will ensure that procedures to measure proficiency annually are followed.
- All complaints will be directed to the Title III director.
- The Title III director will submit the Alternative Language Plan for use of Title III funds or Title III services with the Consolidated Application. This includes collaboration with appropriate personnel in applying for Title III funds.