



Title II, Part A Funded – Job Description Checklist

CRITERIA		COMMENTS	
Fiscal Year	FY		
LEA Name			
LEA Title II, Part A Coordinator			
Job Title			
To what extent is the position funded by Title II, Part A?	Whole		Split ____%
Time and Effort: How should the position be documented?	Semi-Ann		PAR
Is the position a new position?	New		Existing Past Funding
If not, how was it funded in the past?			
Does the job title of the attached job description match the job title in the budget description?	Yes		No
If funded 100% by Title II Part A:			
1. Do the duties and responsibilities align with the LEAs prioritized needs ?			
2. Are the duties and responsibilities supplemental to that which the LEA would need to perform in the absence of Title II, Part A?			
3. Are the duties and responsibilities listed aligned to ESEA's Title II, Part A LEA Authorized Use of Funds ?			
4. Does the description include 'other duties as assigned'? If so, must be deleted or revised to "Title II, Part A allowable duties as assigned" (or the equivalent).			
5. Does the position lend itself to being measured for effectiveness ?			
If funded less than 100% by Title II, Part A:			
1. Do the duties listed support the percentage funded by Title II, Part A?			
2. Do the duties and responsibilities align with the LEAs prioritized needs in corresponding proportions?			
3. Are the duties and responsibilities funded by Title II, Part A aligned to ESEA's Title II, Part A LEA Authorized Use of Funds ?			
4. Does the description include 'other duties as assigned'? If so, must be funded less than 100% Title II, Part A.			
5. Does the position lend itself to being measured for effectiveness ?			