

UNION TOWNSHIP PUBLIC SCHOOLS

Instruction-Curriculum

TITLE: DIRECTOR OF INSTRUCTION AND FUNDED PROGRAMS

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate.
2. New Jersey Administrative or Supervision Certification required.
3. Minimum experience as determined by the board.
4. Demonstrates Language Skills, Mathematical Skills, and Reasoning Ability. Has ability to understand and generate written memorandums, routine reports and correspondence with business and public contacts.
5. Ability to work effectively with students, staff, parents, outside agencies and community groups. Ability to speak effectively to groups and individuals.
6. Ability to clearly explain Title 1, ESSA, AYP, corrective action plan, and other concepts concerning the need to raise academic achievement in Title 1 students.
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
9. Ability to write Title 1 grant application and performance reports.
10. Ability to understand and interpret for others basic budget and statistical information.
11. Must have a working knowledge of computers.
12. Must have a valid driver's license.

REPORTS TO: Superintendent/Assistant Superintendents and business administrator (grants and reports).

SUPERVISES:

District Title One Coordinators and in conjunction with the building Principals, monitor and evaluate the activities of Title One staff.

JOB GOAL:

Organizes and implements the parent involvement programs for Title 1 and other Title 1 activities.

PERFORMANCE RESPONSIBILITIES:

1. Serves on Title 1 Committees, both at the building and district level.
2. Assists each Title 1 School in developing a parent program that serves the needs of their parents, community and school.
3. Works with school coordinators and principals to develop home-school compact, outlining the school's parent's responsibilities to support student's learning.
4. Provides assistance to school coordinators and principals as well as parents in regards to training and materials to support student learning.
5. Provides education to teachers and staff to communicate and work with parents as equal partners.
6. Coordinates and integrates programs and activities with similar programs, i.e. Head Start.
7. Provides opportunities to participate for parents with limited English proficiency and disabilities.
8. Guides parents in locating proper organizations and agencies that can assist with education, training or other needs.

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9. Conducts Parenting Programs.
10. Facilitates, maintains, and serves at the Parent Teacher Resource Center.
11. Works with local regional and state organizations to encourage parent involvement.
12. Ensures that school coordinators maintain regular attendance.
13. Facilitates all school-wide program planning, implementation, and evaluations.
14. Plans and completes the local Title 1 application.
15. Helps to administer the Title 1 budget.
16. Monitors the activities of Title 1 teachers and Title 1 responsibility of the instructional consultants.
17. Assists building principals and supervisors with the evaluations.
18. Helps identify Title 1 staff needs and participates in the selection of program personnel.
19. Provides inservice for Title 1 staff and Title 1 buildings.
20. Coordinates the Title 1 parental involvement program.
21. Serves as liaison to private schools and local institutions for neglected and/delinquent children.
22. Retains focus and gives priority to raising the academic achievement of Title 1 students while accomplishing other tasks.
23. Must attend all NJ Department of Education workshops pertaining to state and federal grants and turnkey information to necessary district personnel.
24. Other duties as assigned.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school systems
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required

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<u>N.J.S.A. 18A:40A</u>	Substance abuse
See particularly: <u>N.J.S.A. 18A:40A-18</u>	Substance awareness coordinators
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly: <u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly: <u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-12.2</u>	Student assistance coordinator
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly: <u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A-16</u>	Programs to support student development
See particularly: <u>N.J.A.C. 6A:16-3</u>	Comprehensive substance abuse program
<u>N.J.A.C. 6A:16-4</u>	Procedures for substance abuse intervention
<u>N.J.A.C. 6A:16-5</u>	School Safety
<u>N.J.A.C. 6A:16-6</u>	Law enforcement operations for substance, weapons, and safety
<u>N.J.A.C. 6A:16-7</u>	Intervention and referral services
<u>N.J.A.C. 6A:16-10</u>	Reporting of allegations of child abuse
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.