

2-16

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Director of Instruction and Funded Programs

QUALIFICATIONS: Must possess New Jersey Principal Certificate

REPORTS TO: Superintendent

JOB GOAL: Organizes and implements programs funded by state and federal grants and attends to special projects as assigned by the superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Serves on Title 1 Schoolwide 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 engage parents in the development, implementation and annual review of the home-school compact
4. Ensures parent engagement requirements for Title I Schools are implemented
5. Provides education to teachers and staff to communicate and work with parents as equal partners
6. Prepares and oversees budgets and purchasing as it pertains to all federal grant programs
7. Submits all federal reports in EWEG according to deadlines
8. Facilitates all school-wide program planning, implementation, and evaluations.
9. Plans and completes the local ESEA application
10. Helps to administer the ESEA budget
11. Monitors the activities of Title 1 teachers and Title 1 responsibility of the instructional consultants.
12. Conducts evaluations of support staff and faculty
13. Helps identify Title 1 staff need and participates in the selection of program personnel
14. Serves as liaison to non-public schools and local institutions for neglected and/delinquent children
15. Attends workshops pertaining to state and federal grants and relays information to necessary district personnel
16. Performs duties as assigned by the superintendent including, but not limited to, such things as implementation of the strategic plan

TERMS OF EMPLOYMENT:

Twelve-month year