

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA CERTIFICATED PERSONNEL

TITLE TITLE I SUMMER LITERACY PROGRAM (SLP) SET-UP COORDINATOR

QUALIFICATIONS:

1. New Jersey certification as Elementary Teacher or Teacher of Students with Disabilities
2. Strong background in literacy
3. Previous coordinator or supervisory experience is desirable
4. Such alternative or additional qualifications as the Board of Education may deem appropriate

REPORTING RESPONSIBILITY:

The Summer Literacy Program Coordinator is directly responsible to the Assistant Superintendent and Supervisor of Special Programs.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The SLP Coordinator works with the Assistant Superintendent, Supervisors, and principals of relevant schools in setting up and coordinating all aspects of the SLP.

The SLP Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organization Charts, Policy 2111.

JOB GOAL:

The SLP Coordinator, guided by Board of Education policy, administrative rules of the Superintendent, and the Assistant Superintendent is a district-wide instructional leader.

The position involves coordination and administrative responsibilities.

The person(s) chosen to be SLP Coordinator must possess the skills necessary to identify and implement effective instruction, and must be able to assist teachers in developing a variety of effective instructional strategies.

TERMS OF EMPLOYMENT:

Stipend position.

PERSONAL EVALUATION:

Based on the performance of the responsibilities identified in this position description and the other criteria listed in Policy 4118.2, Evaluation of Supervisory Personnel.

PERFORMANCE RESPONSIBILITIES:

A. SLP Set- Up

1. Meets with administrators to determine overall direction of SLP and communicates as necessary regarding on-going issues.
2. Oversees the process for securing staff, reviewing qualifications and conducting interviews as appropriate. Determines and communicates placement of SLP staff.
3. Works with administrators and teachers to manage appropriate student placement.
4. Coordinates logistical issues such as, but not limited to, student placement, transportation, room usage, materials, handbooks, and mailings.
5. Communicates information to appropriate parties including parents and SLP staff.
6. Provides Orientation to SLP staff

B. Other Duties

1. Assumes other duties and responsibilities incidental to the position or as assigned by the Assistant Superintendent

Adopted: 6/24/08