

**SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA CERTIFICATED PERSONNEL**

**TITLE TITLE I SUMMER LITERACY PROGRAM (SLP) COORDINATOR**

**QUALIFICATIONS:**

1. New Jersey certification as an elementary or secondary teacher
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 Title I Summer Literacy Coordinator is directly responsible to the Assistant Superintendent and the Supervisor of Special Programs.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY:**

The Title I Summer Literacy Coordinator works with the Assistant Superintendent, the Supervisor of Special Programs, and the principals of relevant schools in coordinating all aspects of the Summer Literacy Program.

The Title I Summer Literacy Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organization Chart, Policy 2111.

**JOB GOAL:**

The Title I Summer Literacy 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 the Title I Summer Literacy 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 and intervention strategies. The individual must possess the skills necessary to work with parents, teachers, transportation personnel, and administrators to effectively implement a summer program.

**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. Title I Summer Literacy Programming

1. Oversees all staff requirements including attendance, timesheets and coverage. Directs staff activities including lesson plans and interactions with students and parents.
2. Assumes responsibility for students in areas such as, but not limited to, attendance, behavior, discipline, intervention, safety, and personal hygiene.
3. Provides and controls interaction with parents in areas such as, but not limited to, student attendance, transportation, observations, and concerns/issues.
4. Coordinates with district departments and other organizations providing support in areas such as, but not limited to, transportation, maintenance, building and grounds, fire safety, and health.
5. Oversees operation of the Title I Summer Literacy Program, including initial physical set up and final clean up, as well as daily contacts, messages, memos, notices and documentation for all involved parties.
6. Drives the student progress reporting process, including monitoring, collecting, copying, and distributing reports appropriately.

B. Other Duties

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

Adopted: 6/24/08