

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Coordinator of Grants, Assessment and Special Programs

II. PRIMARY FUNCTION

Coordinates federal, state, and local assessment, grant and mandated programs including preparation, training and implementation, reporting and analysis. Serves as resource and monitor for all No Child Left Behind (NCLB) district, building compliance, and homeless liaison.

III. REPORTS TO

Assistant Superintendent(s) for Curriculum & Instruction and/or designee

IV. QUALIFICATIONS

- New Jersey Standard Teacher's Certificate
- New Jersey Supervisor Certificate
- Master's Degree from an accredited college or university preferred
- Experience with entitlements and assessment preferred
- Supervisory experience preferred
- Training experience preferred
- Project Management experience preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Manage No Child Left Behind (NCLB) Programs and prepare all related applications, surveys, and reports
- Manage NCLB Carry-over Programs and prepare all related applications, surveys, and reports
- Coordinate and prepare all federal and state mandated applications, data surveys, and reports including the Desegregation Report, LEP Language Report, Adequate Yearly Progress, Split-Funded Salary Report, Climate Survey, ESL/Bilingual Program Participation, ESL/Bilingual Program Plan, Immigrant Student Count, Highly Qualified Teacher and ParaProfessional Survey
- Coordinate all aspects of district and state mandated assessment programs: NJASK, PARCC, SRA, APA, and End of Course Testing including preparation, staff training, security, implementation, and reporting analysis
- Coordinate all federal, state, and local entitlement and assessment programs including pilot and field testing as mandated by the New Jersey Department of Education
- Review and revise all district competitive grant opportunities and grant applications as well as compliance to guidelines for all program-related grants awarded to the district
- Serve as the District Anti-Bullying Coordinator
- Serves as the District homeless liaison
- Perform such duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

APPROVED: 11/21/16