

**DIRECTOR OF SPECIAL PROJECTS: PROFESSIONAL DEVELOPMENT,
INTERVENTION SERVICES, INNOVATION, AND GRANT WRITING**

Title: Director of Special Projects: Professional Development, Intervention Services, Innovation, and Grant Writing

Qualifications:

1. New Jersey School Administrator Certificate or Principal Certificate
2. Successful Director, Principal, or Supervisor Experience
4. Successful Teaching Experience
5. Knowledge of and Experience with Best Practices in Professional Development
6. Knowledge of Intervention Services
7. Knowledge of Innovations in Instruction
8. Knowledge of and Experience with Entitlement and Competitive Grant Writing

Primary Function: Oversees the implementation and supervision of professional development, intervention services, innovation, and grant writing.

Reports to: Superintendent of Schools

Major Duties and Responsibilities:

Professional Development:

- Oversee the planning and delivery of effective professional development programs that improve teaching and student learning outcomes, and that increase leadership capacity.
- Work cooperatively with the Superintendent, Directors of Curriculum and Instruction, Director of Human Resources, and the District Staff Development Committee to plan, coordinate, and implement district In-Service and Professional Learning Community (PLC) Days.
- Oversee the coordination of the Sayreville University New Teacher Induction; Curriculum, Instruction, and Assistive Instructional Technology; and Leadership Academy programs.
- Coordinate and Facilitate all District School Improvement Committee Meetings (DScIP), which includes the preparation of meeting agendas and the distribution of meeting minutes or summaries.
- Ensure the preparation of the district Professional Development Plan (PDP) and ensure the development of school and individual certified staff member PDPs.
- Ensure that each certificated staff member is participating in a PLC in accordance with all state DOE regulations.
- Oversee the district mentoring program, prepare, and submit the annual NJDOE Mentoring Plan, and coordinate all training for new teachers and mentors.
- Coordinate the coaching of all non-tenured certified staff members.
- Chair and facilitate the District Professional Development Committee.
- Develop the budget for all professional development district-wide.

Intervention Services

- Coordinate district-wide Intervention and Referral Services in conjunction with the Assistant superintendent of Pupil and Special Services.
- Assist the Director of Early Childhood Curriculum and Instruction and Preschool Intervention Referral Specialist in the coordination of Preschool Intervention and Referral Services.
- Coordinate district-wide Tiered Systems of Support, including but not limited to:
 - Summer Learning Acceleration
 - General Education Literacy and Math Academies
 - Rising Stars Tutoring
 - Tier 3 Tutoring
- Assist the Directors of Curriculum and Instruction in the coordination of and funding for Academic Support Instruction.
- Assist the Directors of Curriculum and instruction in the coordination of and funding for English as a Second Language/Bilingual Education Services.

Innovation

- Research innovations in preschool through 12th grade instruction across all content disciplines.
- Collaborate with the Directors of Curriculum and Instruction, department supervisors, and building administrators to analyze all viable instructional innovations and make recommendations to the Superintendent for pilot and/or purchase.
- Coordinate the piloting and/or implementation of all approved and/or purchased instructional innovations.
- Evaluate the return on investment for all instructional programs and services, particularly those newly implemented and make recommendations to the Superintendent for continuation or termination.

Grant Writing

- Coordinate the collaborative development and submission of federal entitlement grant applications, including but not limited to ESSA Title I, II, III, and IV; Perkins; and ESSER/ARP ESSER.
- Coordinate the collaborative development and submission of ESSA Title I, II, III, and IV; Perkins; and ESSER/ARP ESSER federal entitlement grant revisions due to carryover or other reasons.
- Coordinate the collaborative development and submission of ESSA Title I, II, III, and IV; Perkins; and ESSER/ARP ESSER federal entitlement grant performance reports.
- Collaboratively identify potential competitive grant sources, solicit grant proposals, complete grant applications, and monitor and evaluate the implementation of grants, especially those that align with school district initiatives.

Additional Duties:

- Attend all BOE Student Achievement Committee Meetings.
- Observe certificated teaching and non-teaching staff members.
- Evaluate and complete the Annual Performance Review for the district Instructional Coach.
- Maintain good public relations with the community.

- Collaborate effectively with the Director of Human Resources and the Directors of Curriculum and Instruction.
- Maintain consistent lines of communication with the Superintendent, Business Administrator, Assistant Superintendents, and other district and building administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observance of all Board of Education policies, regulations, and administrative procedures.
- Perform other related duties as assigned by the Superintendent of Schools and/or requested by the Board.

Terms of Employment: Twelve-month position.

Evaluation Criteria: In accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption/Revision Date: May 2, 2023