Tenafly PUBLIC SCHOOLS

TMS TITLE I TEACHER/COORDINATOR

Qualifications:

- NJ Instructional Certification required

Primary Function:

- Work with TMS Administration and staff to plan, implement and assess Title I Academic Cafe, Boot Camp and WIN programs

Direct Report:

Specific Duties and Responsibilities:

- Gather and analyze relevant student data
- Work with administration to establish eligibility criteria and instructional groups/rosters
- Communicate student eligibility and participation with parents/guardians
- Support Boot
- Camp and WIN tutors in creating individualized intervention plans for participating students Provide instructional support for teachers/tutors
- Monitor student progress and attendance
- Contact parents for chronic absenteeism and/or conduct issues
- Conduct a teacher/tutor meeting at the start of each program
- Conduct an evening Title 1 parent meeting for each program
- Create a standardized intervention plan template and progress report
- Maintain Title I data in the Genesis Student Information System
- Order and maintain an inventory of Title I materials and supplies
- Track teacher attendance and timesheets
- Prepare a brief program and performance report

Terms of Employment:

Evaluation:

Board Approved:

Revised: