



OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE: No Child Left Behind Coordinator

QUALIFICATIONS:

1. Valid New Jersey Instruction Certificate.
2. Minimum experience as determined by the board.
3. Demonstrates Language Skills, Mathematical Skills, and Reasoning Ability.
Has ability to understand and generate written memorandums, routine reports and correspondence with business and public contacts.
4. Ability to work effectively with students, staff, parents, outside agencies and community groups. Ability to speak effectively to groups and individuals.
5. Ability to clearly explain Title 1, NCLB, AYP, corrective action plan, and other concepts concerning the needs to raise academic achievement in Title 1 students.
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
7. Ability to write Title 1 grant applications and performance reports.
8. Ability to understand and interpret for others basic budget and statistical information.
9. Must have a working knowledge of computers.
10. Must have a valid driver's license.

REPORTS TO: Superintendent and designees, including the building principal (activities) and the business administrator (grants and reports).

JOB GOAL: Organizes and implements the parent involvement programs for Title 1 and other Title 1 activities.

PERFORMANCE DUTIES:

1. Serves on NCLB Committees, both at the building and district level.
2. Assists developing a parent program that serves the needs of their parents, community and school.
3. Works with schools to develop home-school compact, outlining the school's parent's responsibilities to support student's learning.
4. Provides parents' training and materials to support their children's learning.

5. Provides education to teachers and staff to communicate and work with parents as equal partners.
6. Provides opportunities to participate for parents with limited English proficiency and disabilities.
7. Guides parents in locating proper organizations and agencies that can assist with education, training or other needs.
8. Facilitates, maintains and serves at the Parent Teacher Resource Center.
9. Maintains regular attendance.
10. Facilitates all school-wide program planning, implementation, and evaluations.
11. Plans and completes the local NCLB application.
12. Helps to administer the NCLB budget.
13. Completes the NCLB application, amendments and any sections of reports concerning Title 1 activities and performance as assigned.
14. Helps identify Title 1 staff needs and participates in the selection of program personnel.
15. Provides inservice for staff.
16. Coordinates the Title 1 parental involvement program.
17. Retains focus and gives priority to raising the academic achievement of Title 1 students while accomplishing other tasks.
18. Other duties as assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

DATE APPROVED: March 29, 2011