

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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### **TITLE: TITLE 1 COORDINATOR AND PARENT LIAISON**

- QUALIFICATIONS:**
1. Minimum of (5) years teaching experience
  2. Demonstrated leadership in program development, curriculum integration and application of technology across the curriculum
  3. Strong interpersonal and communication skills

**REPORTS TO:** Principal or Principal designee

### **POSITION GOAL:**

Coordinate the various Title 1 funded initiatives for Northern Highlands Regional High School. Deliver professional development and coaching for Title 1 teacher and facilitate parent communication and involvement

### **ESSENTIAL JOB FUNCTIONS:**

1. Works with the Administrators, Supervisors, I&RS and Title 1 teachers to develop Title 1/underachieving student initiatives.
2. Assists in the implementation of professional development for Title 1/underachieving student instructional staff
3. Secures and makes available to staff various instructional materials.
4. Responsible for completion, submission of application, and implementation and monitoring of Title 1 application and funds.
5. Schedules and organizes meetings with Title 1 staff.
6. Establishes, monitors, and documents entrance and exit criteria for academic intervention and Title 1 programs.
7. Assists in the screening of students for the purposes of making recommendation of services. Works directly with I&RS and administration for recommendation purposes.
8. Plans, implements and supports the integration of technology for Title 1 instructional programs.
9. Monitors all initiatives to ensure only Title 1/underperforming students eligible for Title 1 funds receive services.
10. Coordinates, documents, and monitors third-party consultation of services for all nonpublic schools in conjunction with the District Business Office and ensures that eligible resident nonpublic students are afforded the opportunity to participate in Title 1 programs.
11. Plans and implements programs designed to promote active and ongoing participation of parents of Title 1/underperforming students in their educational programming.

12. Creates and distributes a written parental involvement policy to all parents/guardians of Title 1/underperforming students as required and communicates District responsibilities of notifications' to the Principal and Administration.
13. Serves as a liaison to the parents of Title 1 students and prepares formal and informal communications as necessary.
14. Maintains record keeping system of communication for assurance of compliance with state, county, and local agencies related to Title 1 application and compliance.
15. Identifies and submits purchase orders for materials, supplies, and equipment for the use of Title 1 funds.
16. Performs other duties as assigned by the principal/designee.

**Term of Employment:** 10 Month Stipend to coincide with school year

**Evaluation:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17

2<sup>nd</sup> Reading: 10/16/17