

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

Instructional Officer for Funded Programs

JOB TITLE: Instructional Officer for Funded Programs

REPORTS TO: Chief Academic Officer

NATURE AND SCOPE OF JOB:

Performs a variety of supervisory and administrative tasks in monitoring and administering the operation of the Title I-IV Programs according to Federal and State guidelines. Employee is also responsible for providing the best possible instructional opportunities for students. Employee will oversee the development of comprehensive program plans and implementation of planned programs in accordance with established federal, state, and local policies. Reports directly to the Chief Academic Officer.

QUALIFICATIONS:

The Instructional Officer for Funded Programs shall:

1. Hold a New Jersey certificate in supervision and/or administration
2. Hold a New Jersey certificate for teaching licensure
3. Hold a Master's Degree (preferably in Education) from an accredited college or university
4. Have a minimum of at least 5 to 7 years of experience as a teacher, with program coordination and supervisory experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
5. Hold and maintain a valid driver's license with no serious violations.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
7. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
8. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications
9. Demonstrate the ability to operate a variety of equipment including interactive boards and other electronic devices, computers, interactive boards, and projectors.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Instructional Officer for Funded Programs shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits and leave time is in line with confidential employees
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Monitors the effectiveness of the Title I-IV programs ensuring adherence to federal, state, and local policies. Reviews school plans and visits schools to review documentation.
2. Responds to calls/inquires/emails about the Title I-IV Programs.
3. Develops and implements instructional policies and programs; interprets educational policies and procedures for a variety of audiences.
4. Prepares grant application to receive Federal funds to implement the Title I-IV Programs; monitors grant programs are implemented within Federal rules and regulations.
5. Monitors and keeps records of Title I-IV funds allocated to the Local Educational Agency (LEA). Authorizes the purchase of materials, supplies, and equipment in collaboration with Assistant Comptroller Grants for the Title Instruction and schools.
6. Provides staff with professional development opportunities; advises and consults staff, assisting with non-routine situations as they arise.
7. Makes presentations on Title I-IV programs for parents, school staff and outside agencies as requested.
8. Maintains records of Title I-IV program; creates summary reports for the program; prepares and submits required local, state and federal reports.
9. Conducts personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
10. Reads various publications and attends various area, district, state, and national professional meetings related to Title I-IV to continuously upgrade professional knowledge.
11. Conducts administrative meetings for Title I with principals, teachers and other personnel. Disseminates appropriate information regarding federal projects.
12. Serves as a team player and role model for other employees in the organization and demonstrates a commitment to continuous quality improvement and system wise goals.
13. Perform other related duties as determined by the Chief Academic Officer.

EVALUATION:

The Instructional Officer for Funded Programs shall be evaluated in accordance with Board of Education Policy.