

NUTLEY PUBLIC SCHOOLS

Title: STAFF ASSISTANT

Qualifications: A Master's Degree from an accredited college or university and a standard New Jersey certificate as principal.

Reports to: Superintendent or Assistant Superintendent of Schools

I. - Administrative Duties and Responsibilities:

- A. Coordinates and oversees the entire Title I and SCE programs in the public and parochial schools. This includes completing all funding applications, accounting monthly for the expenditures of all SCE and Title I funds, assisting in recruitment, staffing, interviewing, and * evaluating SCE and Title I personnel and meeting with appropriate state and federal officials with respect to Title I and SCE programs. All of these functions will be done with the approval of the Superintendent and/or Assistant Superintendent and in conjunction with the building principals, where necessary.
- B. Coordinates all district-wide tests administered. Responsible for completing all reports on district-wide test scores for the Superintendent. Works with the Assistant Superintendent and building principals to implement a program which is dictated by the test results.
- *C. Oversees, coordinates, reports, and supervises the ESL program.
- *D. Assists the central administration in matters of supervision, evaluation, and other staff matters in the areas of ESL, Title I, and SCE staff. Also assists in supervision of teachers who have questionable performance.
- E. Responsible for block grant application. Coordinates spending of, accounting for, and reporting on block grant funds.
- F. Responsible for attendance services recordkeeping and reporting districtwide.
- *G. Coordinates curriculum development activities in ESL, Title I, and SCE programs and elsewhere as assigned.
- H. Assists in organizing and directing various teacher in-service training programs in the fall and spring semester.
- I. Coordinates student teacher assignments to the district. Is in regular contact with supervising professors at cooperating schools.
- J. Researches, pursues, and coordinates available funding programs for the district.
- K. Is assigned responsibilities of affirmative action officer for the district.

* II. - Computer Related Duties and Responsibilities:

Will organize and manage the school district's computer operations and usage.

- A. Overseeing the general educational applications of the computer.
- B. Helping with the development of a computer education curriculum for the district.
- C. Researching and developing usage of the computer administratively and educationally.
- D. Developing in-service programs for the staff regarding the computer and its use.

III. - Assumes responsibility for any other duties or responsibilities assigned by the Superintendent or the Assistant Superintendent of Schools.

- A. The position necessitates flexible working hours on occasions requiring evening and/or weekend hours.

* New functions not previously in job description.

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9/27/82

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