

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: School Coordinator of Title 1 Supplemental Educational Services (SES)

REPORTS TO: Building Principal

QUALIFICATIONS: Teacher Certification or eligibility
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: This position has been created to help administer the mandated Supplemental Services section of the federal Title 1 Program in the district's Title 1 schools

PERFORMANCE RESPONSIBILITIES:

1. Initiate and maintain contact with parents of students eligible for SES.
2. Work with parents to identify appropriate SES providers.
3. Under the direction of the Business Administrator, contract with parent-selected SES providers for after-school tutoring.
4. Work as a liaison between the District and SES providers to maintain a flow of required information and documentation.
5. Maintain a "rolling enrollment" for the SES Program with multiple "start" points throughout the year.
6. Collect student participation data.
7. Maintain student progress records throughout the year.
8. Monitor all SES expenditures.

Adopted: 9/25/08

Approved: 5/12/09

Revised: 9/24/09

JD/School Building Personnel