

**Newburgh Enlarged City School District**  
**Job Description**

<b>TITLE:</b>	Program Facilitator for the 21 <sup>st</sup> Century Community Learning Centers Grant Initiative (TOSA)
<b>REPORTS TO:</b>	<b>Assistant Superintendent for Curriculum and Instruction</b>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• NYS certified teacher with a NYS SDL or SDA certification preferable, but not required</li> <li>• Demonstrated ability to develop and oversee budgeting and finances</li> <li>• Experienced in the analysis and use of data and student work to inform instructional decisions</li> <li>• Experienced with programs</li> <li>• Ability to support district and building level staff, community partners, students and their families in development and implementation of strategies that will increase student attendance, decrease behavioral referrals, parent involvement and foster community partnerships to improve student outcomes.</li> <li>• Demonstrated knowledge of a variety of assessments tools and strategies</li> <li>• Ability to work collaboratively and promote a culture of collaboration</li> <li>• Ability to meet deadlines and complete reports in a timely manner.</li> </ul>
<b>JOB GOAL:</b>	Improve educational and other outcomes, such as increase student attendance and decrease student behavioral referrals; develop a program that will increase parent involvement in student learning and school governance.
<b>DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Coordinating meetings with key stakeholders before, during, and after the project begins</li> <li>• Communicating with district and building administrators, district and building staff, and parents and students about the program</li> <li>• Ensuring that community partners are performing responsibilities to a satisfactory level</li> <li>• Coordinating professional development sessions for staff</li> <li>• Attending relevant conferences, professional development sessions, faculty meetings, and other meetings as assigned</li> <li>• Facilitating the programs related to this project at Gidney Avenue Magnet School, Horizons on the Hudson Magnet School, Balmville Magnet School and Vails Gate STEAM Academy</li> <li>• Making appropriate adjustments to meet program goals</li> <li>• Creating and submitting all grant and/or district required reports</li> <li>• Monitor activities that are focused upon student achievement that include but are not limited to the following; attendance, behavior, and state and local tests.</li> <li>• Provide support to building level administrators and staff in the implementation of skills acquired through professional development.</li> </ul>

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	<ul style="list-style-type: none"><li>• Monitor and assess multiple aspects of the 21<sup>st</sup> Century Community Learning Centers grant initiative to ensure the district's and community partners' compliance with contractual obligations.</li><li>• Track 21<sup>st</sup> Century Community Learning Centers grant initiative (for Gidney Avenue Magnet School, Horizons on the Hudson Magnet School, Balmville Magnet School and Vails Gate STEAM Academy) expenditures and, where applicable, create action plans in order to implement the grant.</li><li>• Act as a liaison between the district, community partners, parents, and other stakeholders.</li><li>• Other duties as assigned</li></ul>
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