

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: May 17, 2017

Re: Action Item
May 17, 2017 Board Meeting

1. Requesting Board approval for the following positions below to receive a stipend to implement the School Improvement Grant (SIG) for the 2017-2018 school year commencing on September 5, 2017 until June 15, 2018. Funding provided through the Student Improvement Grant (SIG)

Position	Stipend Hours	Contract Rate
Data Specialist, Jen Budmen	Up to 4 per week	\$37.00 per hour
Home/School Liaison, Octavius Crowley	Up to 4 per week	\$37.00 per hour

2. Requesting Board approval for the following positions below to participate in the School Improvement Grant (SIG) summer implementation academy commencing on June 21, 2017 until August 31, 2017. Funding provided through the SIG. Please be advised during the month of June all documented activities will be completed after work hours until the last day of school and will not interfere with the instructional day.

Position	Stipend Hours	Contract Rate
Data Specialist, Jen Budmen	Up to 48 Hours	\$37.00 per hour
Home/School Liaison, Octavius Crowley	Up to 48 Hours	\$37.00 per hour

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Each staff member will participate in the following activities throughout the summer for full implementation by Fall 2017. Please see the attached job descriptions as a reference.

1. Participate in Positive Action Professional Development Training.
2. Participate in required trainings offered through the State.
3. Develop a Positive Action Five Year Plan.
4. Create family surveys.
5. Organize and facilitate the individual components of the Positive Action Plan. These components include administration support, community stakeholder engagement, data management, and reporting.
6. Develop measurable goals and objectives for programs as outlined in grant proposals.
7. Research and identify the implementation needs of the programs through appropriate assessments.
8. Plan, advertise, facilitate, and host family and community engagement activities with all stakeholders.
9. Participate in any required implementation meetings provided by the state.

TITLE: Data Specialist

QUALIFICATIONS:

1. Must pass Glassboro Board of Education Background Check ***
2. Sharp skills and extensive experience with collecting, disaggregating, and utilizing data
3. Capacity to work easily with data software applications, such as spreadsheets, online surveys, school instructional improvement system
4. Ability to work well with peers

REPORTS TO:

Building Principal

JOB GOALS:

The Data Specialist will gather, maintain, and present data associated with SIG PRESS grant initiatives.

PERFORMANCE ABILITIES:

1. Maintain all data related to the SIG PRESS grant requirements.
2. Attend Positive Action program training sessions.
3. Work with Project Coordinator and Family / Community Liaison to create, deliver, and then harvest information from stakeholder surveys in order to provide data on the progress of SIG PRESS grant undertakings.
4. Assist Family / Community Liaison in creating three updates yearly (August, January, and May) to present to parents, families, the community, and stakeholders.
5. This is a four-year stipend grant position. Funds allow four hours weekly, not interfering with contracted school day, if employed within the Glassboro Public Schools District. In addition, the Data Specialist must work 48 stipend hours each summer (2017, 2018, 2019 and 2020) to plan and prepare for the upcoming school year. The Building Principal will determine the summer schedule.

TITLE: Family / Community Liaison

QUALIFICATIONS:

1. Must pass Glassboro Board of Education Background Check ***
2. Strong organizational skills
3. Strong facilitation skills
4. Engaging oral and written communications skills
5. Ability to relate well to teachers and students from diverse socioeconomic backgrounds

REPORTS TO:

Building Principal

JOB GOALS:

The Family / Community Liaison will create the family and community experiences necessary to fulfill the SIG PRESS grant requirements.***

PERFORMANCE ABILITIES:

1. The main objective of the Family / Community Liaison is to increase parental, family, and community involvement.
2. Work under the direction of the Building Principal.
3. Attend Positive Action program training sessions.
4. Plan, advertise, facilitate, and host family and community engagement activities, with assistance from the Project Coordinator, Behavior Specialist / Psychologist / Counselor, and Teaching Coach.
5. Assist counselor in forging partnerships with local health, mental health, and social services providers
6. Work with Project Coordinator to create, schedule, advertise, and deliver stakeholder surveys in order to provided data on the progress of SIG PRESS grant undertakings.
7. Give three updates yearly (August, January, and May) to parents, families, the community, and to stakeholders, with assistance from the Data Specialist
8. This is a four-year stipend grant position. Funds allow four hours weekly, not interfering with contracted school day, if employee is a Glassboro Public Schools education employee. In addition, the Family / Community Liaison must work 48 stipend hours each summer (2017, 2018, 2019 and 2020) to plan and prepare for the upcoming school year. The Building Principal will determine the summer schedule.