

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools
From: Danielle M. Sochor, Chief Academic Officer
Date: April 5, 2017
Re: Action Item
April 26, 2017 Board Meeting

Requesting Board approval for the following positions below to participate in the School Improvement Grant (SIG) summer implementation academy commencing on May 1, 2017 until August 31, 2017. Funding provided through the SIG. Please be advised during the months of May and June all documented activities will be completed after work hours until the last day of school and will not interfere with the instructional day. These individuals will be listed for board approval in their positions on the April agenda.

Position	Stipend Hours	Contract Rate
Project Coordinator , Denise Barr	Up to 96 Hours	\$37.00 per hour
Guidance Counselor , Brittinee Garcia	Up to 96 Hours	\$37.00 per hour
Teacher Coach , Carol Ceglia	Up to 96 Hours	\$37.00 per hour

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. Develop the GIS Positive Action Exploratory Block.
5. Create family surveys.
6. Organize and facilitate the individual components of the Positive Action Plan. These components include administration support, community stakeholder engagement, data management, and reporting.
7. To hire a data coach, community liaison, and develop a SIG team.
8. Develop measurable goals and objectives for programs as outlined in grant proposals.
9. Research and identify the implementation needs of the programs through appropriate assessments.
10. Plan, advertise, facilitate, and host family and community engagement activities with all stakeholders.
11. Participate in any required implementation meetings provided by the state.
12. Order required materials.

TITLE: SIG Grant Project Coordinator

QUALIFICATIONS:

1. Valid NJ Certified Teaching Degree
2. This position requires someone with qualifications similar to those for being a school principal
3. Goal and team oriented, with strong organizational skills
4. Solid research and analysis skills, and the ability to work with data to determine best practices, improve teaching and learning, and evaluate effectiveness of implemented programs
5. Knowledge of administrative responsibilities, including student and staff scheduling issues, working with families and community members, knowledge of a school setting
6. Understanding of the discretionary grant process

REPORTS TO:

Building Principal

JOB GOAL:

The job of Project Coordinator is a highly specialized position. The Project Coordinator will undergo an intensive proprietary training program. He / she will be in charge of organizing and facilitating most aspects of the SIG PRESS grant initiatives, under the direction of the Building Principal. Some of these goals include organizing and facilitating the components of the Positive Action Plan and the GIS Positive Action Exploratory Block. He / she must work with the Data Specialist to determine the effectiveness of programs implemented through the SIG PRESS grant and to analyze data from surveys completed by all stakeholders. In addition, he / she will work with other key personnel to uphold grant initiatives.

PERFORMANCE ABILITIES:

1. Implement and maintain ongoing systemic school climate development, including the Positive Action Primary Plan and the GIS Positive Action Exploratory Block.
2. Track measurable goals and objectives for programs as outlined in grant proposals
3. Research, identify, analyze, and implement needs of the programs through appropriate assessments.

4. Organize and facilitate the individual components of the Positive Action Plan. These components include administration support, community stakeholder engagement, data management, and reporting.
5. Work under the supervision of the Building Principal to schedule students and teachers for the Positive Action Exploratory Block, ordering classroom materials, and any other duties associated with the management and organization of the GIS Positive Action Exploratory Block.
6. Work with the Family / Community Liaison and the Teaching Coach to plan, facilitate, and attend all family and community engagement activities.
7. Collaborate with Guidance Counselor / Behavior Specialist / School Psychologist to establish and implement a referral system of community resources as a support to GIS students and their families.
8. This is a four-year grant position. It is a 10-month position, just as certified teachers are. In addition, the Project Coordinator must work 96 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: Guidance Counselor / Behavior Specialist / School Psychologist

QUALIFICATIONS:

1. Valid NJ Certification as School Counselor or School Psychologist, or a BA Degree or higher for a Behavior Specialist
2. Ability to relate well to students and families from diverse socioeconomic backgrounds
3. Understanding of middle school students' developmental needs
4. Goal and team oriented
5. Strong organizational skills

REPORTS TO:

Building Principal

JOB GOAL:

The job of Guidance Counselor / Behavior Specialist / School Psychologist requires someone with a mental health perspective and the ability to understand and respond to the challenges presented by a diverse student population. The Guidance Counselor / Behavior Specialist / School Psychologist will be highly trained on the Positive Action Primary Program model. His / her goal is to work with students, family members, teachers, and the community to promote student social-emotional well-being.

PERFORMANCE ABILITIES:

1. Implement and maintain ongoing systemic school climate development, including the Positive Action Primary Plan and the GIS Positive Action Exploratory Block.
2. Serve as a member on the SIG Committee.
3. Plan, facilitate, and attend all family and community engagement activities with the assistance of the Project Coordinator, the Teaching Coach, and the Family / Community Liaison.
4. Forge partnerships with local health, mental health, and social services providers, with assistance from the Family / Community Liaison.
5. Participate in intensive Positive Action Program training.
6. This is a four-year grant position. It is a 10-month position, just as certified teachers are. In addition, the Guidance Counselor / Behavior Specialist / School Psychologist must work 96 stipend hours each summer (2017, 2018, 2019 and 2010) to plan and prepare for the upcoming school year. The Building Principal will determine the summer schedule.

TITLE: Teaching Coach

QUALIFICATIONS:

1. Valid Certified Teaching Degree
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
6. Experience with collaborating with teachers in creating innovative technology-based lessons to meet rigorous student objectives

REPORTS TO:

Building Principal

JOB GOALS:

The Teaching Coach will work with teachers to: implement all components of the Positive Action Plan; run a rigorous and challenging GIS Positive Action Exploratory Block with fidelity; create technology-based lessons for 1:1 technology in all classrooms.

PERFORMANCE ABILITIES:

1. Assist Project Coordinator in implementing and maintaining ongoing systemic school climate development, including the Positive Action Primary Plan and the GIS Positive Action Exploratory Block.
2. Work under the direction of the Building Principal.
3. Teach students and staff Positive Action skills and strategies for improving behavior and social emotional learning.
4. Provide training and technical assistance to teachers to implement the Positive Action Plan, the GIS Positive Action Exploratory Block, and 1:1 technology for all students in every classroom.
5. Plan, facilitate, and attend all family and community engagement activities with the assistance of the Project Coordinator, Guidance Counselor / Behavior Specialist / School Psychologist, and the Family / Community Liaison.
6. Help teachers design curriculum that moves toward creative changes in classroom practice using innovative technologies and approaches to improve teaching and learning
7. Support and assist teachers in order to increase student experience with technology and enhance student achievement.
8. This is a four-year grant position. The first two years are a 10-month full time position. The third year is ½ time and the fourth year is ¼ time. It is a 10-month position, just as certified teachers are. In addition, the Teaching Coach must work 96 stipend hours each summer (2017, 2018, 2019 and 2010) to plan and prepare for the upcoming school year. The Building Principal will determine the summer schedule.