

**JOB TITLE:** Program Facilitator for the Empire State Afterschool grant initiative

**DISTINGUISHING FEATURES OF THE POSITION:** This temporary position is assigned to the Newburgh Enlarged City School District's Curriculum and Instruction department, and is a district-level assignment designed to assist the district, Temple Hill Academy, Heritage Middle School, Meadow Hill Global Explorations Magnet School, South Middle School, Newburgh Free Academy Main, Newburgh Free Academy West and Newburgh Free Academy North. in the implementation, management, operations, and evaluation of the Empire State Afterschool grant initiative. The person will be under the direct supervision of the Assistant Superintendent of Curriculum and Instruction. This initiative is grant-funded to the district through a statewide competitive Empire State Afterschool grant initiative administered by the New York State Education Department. Grant funds must be used to afterschool enrichment and programs, activities and services to enhance the growth and development of students and their families in the identified schools. This includes, but is not limited to: academic support and enrichment, socioemotional support, nutrition, Saturday family learning experiences for students and their families in a manner that will lead to improved 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.

**MINIMUM QUALIFICATIONS:** Preference will be given to those candidates who can meet the following requirements as pursuant to the district's collective bargaining agreements with the Newburgh Teachers' Association.

- NYS certified teacher
- Demonstrated ability to develop and oversee budgeting and finances
- Experienced in the analysis and use of data and student work to inform instructional decisions
- Experienced with programs
- Recruit students for program.
- 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.
- Demonstrated knowledge of a variety of assessments tools and strategies
- Ability to work collaboratively and promote a culture of collaboration
- Ability to meet deadlines and complete reports in a timely manner.

**TYPICAL WORK ACTIVITIES:** Monitor activities that are focused upon student achievement that include but are not limited to the following; attendance, behavior, and state and local tests. Provide support to building level administrators and staff in the implementation of skills acquired through professional development. Monitor and assess multiple aspects of the Empire State Afterschool grant initiative to ensure the district's and community partners' compliance with contractual obligations. Track Empire State Afterschool grant initiative (for Temple Hill Academy,

Heritage Middle School, Meadow Hill Global Explorations Magnet School, South Middle School, Newburgh Free Academy Main, Newburgh Free Academy West and Newburgh Free Academy North.) expenditures and, where applicable, create action plans in order to implement the grant. Act as a liaison between the district, community partners, parents, and other stakeholders.

**JOB DUTIES** include but are not limited to:

- Coordinating meetings with key stakeholders before, during, and after the project begins
- Communicating with district and building administrators, district and building staff, and parents and students about the program
- Ensuring that community partners are performing responsibilities to a satisfactory level
- Coordinating professional development sessions for staff
- Attending relevant conferences, professional development sessions, faculty meetings, and other meetings as assigned
- Facilitating the programs related to this project at Temple Hill Academy, Heritage Middle School, Meadow Hill Global Explorations Magnet School, South Middle School, Newburgh Free Academy Main, Newburgh Free Academy West and Newburgh Free Academy North.
- Making appropriate adjustments to meet program goals
- Creating and submitting all grant and/or district required reports
- Other duties as assigned