

SUPPLEMENTAL LEARNING MANAGER/ TITLE I AND PROJECT KEEP

Purpose Statement

The job of Supplemental Learning Manager was established for the purposes of acting as the Project Manager for the Keene School District Title I Program, serving as the McKinney-Vento Liaison and Foster Care Liaison for the district, and planning, organizing and managing the Project KEEP elementary school after school program. The district reserves the right to contract out this position to other districts in the SAU29 school district to provide services as duties performed in Keene.

This job reports to the Assistant Superintendent of SAU 29.

Essential Functions: Title I Project Manager

- Acts as Title I project manager for Keene School District upon request, including preparing budgets, completing grant applications, ordering and evaluating materials.
- Administers Keene Title I programs, including coordination, monitoring, evaluation, reporting for the purpose of ensuring adherence to established academic, administrative and regulatory policies, procedures, standards and objectives for overall smooth and efficient operations.
- Collaborates with staff to inform grant applications and ensure appropriate curriculum and instructional practices that provide high quality learning experiences for all students in Title I schools.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, producing reports, ensuring compliance with organizational or governmental policies and procedures, and/or monitoring program components.
- Participates in meetings as required for the purpose of conveying and gathering information and collaborating on initiatives, including the district-wide data team and school-level data teams.
- Confers regularly with administrators and staff to exchange information, investigate and resolve problems for the purpose of carrying out all functions of the position effectively.
- Perform like duties for other districts as assigned.

Essential Functions: McKinney-Vento Liaison and Foster Care Liaison

- Identifies McKinney-Vento eligible families and monitors disputes regarding identification (e.g., school enrollment, free breakfast and lunch, clothing purchases, referrals to external agencies, advocacy, etc.) for the purpose of supporting students and complying with federal regulations.
- Negotiates contracts and oversees contracted services and outreach services, for the purpose of providing appropriate McKinney-Vento services as needed.
- Publicizes McKinney-Vento rights through postings in schools and other appropriate venues for the purpose of raising awareness and providing necessary services.
- Serves as the Foster Care liaison and assists with transportation and coordination of services.
- Perform like duties for other districts as assigned.

Essential Functions: Project Keep Manager

- Manages staffing, budgets, enrollment, and communication with parents for the Project KEEP after school program.
- Provides leadership to all Project KEEP staff in implementing enrichment programming.
- Acts as a Project KEEP staff member and/or substitute as necessary.
- Performs bookkeeping and budgeting activities (e.g., payroll, purchase orders, banking deposits (including credit card) and accounts receivable and payable for Project KEEP for the purpose of maintaining accurate records in compliance with established bookkeeping practices.

Essential Functions: General

- Confers regularly with administrators and staff to exchange information, investigate and resolve problems for the purpose of carrying out all functions of the position effectively.
- Performs other related duties as assigned by the Assistant Superintendent.

Skills Knowledge and Abilities

- Specific skill-based competencies required to satisfactorily perform the functions of the job include: collaborating to analyze and solve problems; record keeping; monitoring educational activities; using technology for learning, communication, and reporting.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of reading/writing and language skills acquisition; curriculum and strong instructional methods; sufficient knowledge to support students with disabilities which affect academic performance; knowledge of office equipment/pertinent software and databases.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality especially as it pertains to FERPA; facilitating communication between persons; adaptability/flexibility; communication with people of diverse backgrounds/knowledge/skills; confidentiality.

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Education: Bachelor's degree in job related field required; degree in education/special education/reading specialist strongly preferred.

Experience: Minimum three (3) years' relevant teaching or coordinating experience, preferably in an educational or community education context.

Clearances: Criminal background check and pre-employment physical, as applicable.

FLSA Status: Exempt

Approval Date: 5/2021 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: **Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007**