

## **B.E.S.T. POSTINGS**

**Please fax to the Posting Clerk in the Office of Human Resources @9284 immediately upon receipt**

<b>B . E . S . T . P O S T I N G</b>		
<b>Posting</b>	<b>09/10-02/08-1- NCLB Program Coordinator</b>	<b>Vacancy</b>

**Opening Date: 2/8/10**

**Closing Date: Open Until Filled**

<b>SCHOOL/OFFICE:</b>
<b>ADMINISTRATOR/PRINCIPAL NAME (PLEASE PRINT):</b>
<b>SIGNATURE:</b>
<b>TEACHER ASSISTANT BUILDING DELEGATE NAME (PLEASE PRINT):</b>
<b>SIGNATURE:</b>
<b>DATE RECEIVED:</b>

**PLEASE FAX SIGNED COPY TO HUMAN RESOURCES AT 456-9284**

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An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.

DAVID N. CICILLINE  
Mayor

THOMAS M. BRADY  
Superintendent



Providence Public School District  
Office of Human Resources  
797 Westminster Street  
Providence, RI 02903-4045  
tel. 401-278- 2829  
fax 401-456-9490

OFFICE OF HUMAN RESOURCES  
**MEMORANDUM**

**TO:** All LOCAL 1033 MEMBERS  
**FROM:** OFFICE OF HUMAN RESOURCES  
**DATE:** February 8, 2010  
**SUBJECT:** *B.E.S.T Posting*

<b>B.E.S.T. POSTING</b>		
<b>Posting</b>	<b>09/10-02/08-1- NCLB Program Coordinator</b>	<b>Vacancy</b>

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**B.E.S.T. BID FORM**

It is important that the forms be completed and sent to the proper person as indicated, in order to have your bid officially recognized.

**WHEN BIDDING ON MORE THAN ONE POSITION, PLEASE INDICATE BY CHOICE (e.g. #1,2,3) - YOUR PREFERENCE FOR POSITIONS TO BE AWARDED.**

Detach this part of the form and personally deliver to: The Office of Human Resources, **Attention:** Dennis Sidoti

NAME (**Print CLEARLY**) \_\_\_\_\_  
*(Bid form may be rejected if we cannot read name clearly)*

I am interested in the position(s) of:

1. \_\_\_\_\_ Choice # \_\_\_\_\_
2. \_\_\_\_\_ Choice # \_\_\_\_\_
3. \_\_\_\_\_ Choice # \_\_\_\_\_

Present School: \_\_\_\_\_ Present Position: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Seniority Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Detach this part of the form and mail or deliver to:** Donald S. Iannazzi, Esquire, Business Manager, Public Service Employees, Local Union 1033, 410 South Main Street, Providence, RI 02903

NAME (**Print CLEARLY**) \_\_\_\_\_  
*(Bid form may be rejected if we cannot read name clearly)*

I am interested in the position(s) of:

1. \_\_\_\_\_ Choice # \_\_\_\_\_
2. \_\_\_\_\_ Choice # \_\_\_\_\_
3. \_\_\_\_\_ Choice # \_\_\_\_\_

Present School: \_\_\_\_\_ Present Position: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Seniority Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Keep this part of the form for your personal records.**

I am interested in the position(s) of:

1. \_\_\_\_\_ Choice # \_\_\_\_\_
2. \_\_\_\_\_ Choice # \_\_\_\_\_
3. \_\_\_\_\_ Choice # \_\_\_\_\_

Employee Number: \_\_\_\_\_ Seniority Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Opening Date: 2/8/10**

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**Posting # 09/10-02/08-1**

**PROVIDENCE SCHOOL DEPARTMENT  
797 WESTMINSTER STREET  
PROVIDENCE, RI 02903-4045  
OFFICE OF HUMAN RESOURCES**

***ANNOUNCEMENT OF B.E.S.T VACANCY***

**TITLE:** NCLB Program Coordinator

**LOCATION:** Office of Federal Programs

**SALARY:** \$67,725 - \$78, 225 in accordance with B.E.S.T contract

**JOB GOALS:** Under direction, the NCLB Program Coordinator will oversee the effective implementation of *No Child Left Behind* school improvement initiatives in accordance with Federal, State, and District policy, procedures and regulations.

**JOB SPECIFICATION:** Under direction, the NCLB Program Coordinator will be responsible to coordinate the design, implementation, monitoring, and reporting of the district's *No Child Left Behind* program options including but not limited to the requirements under Title I and Title I 1003 (g) school improvement initiatives and will ensure compliance with all Federal, State and District requirements as related to NCLB/Title I legislation. The NCLB Program Coordinator reports directly to the Director of Federal Programs.

**DUTIES AND RESPONSIBILITIES:** Under the direction of the Director of Federal Programs, the NCLB Compliance Officer will:

- Coordinate an effective and compliant process to notify parents of students who are eligible to participate in NCLB Choice school transfer, SES and other school improvement options;
- Design, publish and maintain effective communication with the public regarding the guidance and rules associated NCLB program options by utilizing such items as the web site, brochures, and Frequently Asked Questions;
- Receive and process program option applications and ensure the appropriate placement of students within program options;
- Monitor all supplemental service activities during out-of-school time to ensure program quality and contract compliance by provider; Follow-up with providers to address any issues/concerns; Respond to inquiries and concerns in a timely manner.
- Develop and update SES provider handbook, schedule meetings and provide technical assistance and support to providers to ensure compliance with district requirements. Lead and present provider training as pertaining to internal protocol, systems and requirements.
- Negotiate contracts with external service providers; monitor and process invoicing; maintain accurate fiscal reports; work closely with finance office to track and forecast expenditure.
- Maintain up-to-date and accurate vendor information and student data in the SES database;
- Generate reports including enrollment, attendance and student progress information as well as other pertinent reports for vendor's activities and students enrolled in Title I programs.
- Ensure that all District and State reports are prepared and records relating to the district/federal program requirements are maintained.
- Serve as a liaison to coordinate efforts between supplemental service providers and parents, schools, administration, transportation services, and other divisions of the district.
- Support student outreach and student enrollment including making program presentations throughout the community and supporting with all student outreach and enrollment efforts;
- Answer parent inquiries pertaining to general program and enrollment procedures;

- Support and participate in information night, parent night and community events;
- Work in collaboration with various departments of the Teaching & Learning division and school staff to support school improvement initiatives and practices.
- Perform other tasks as assigned consistent with the goals and objectives of this position.

**MINIMUM QUALIFICATIONS:**

- Master's degree in education, social sciences, business administration, or related field.
- Sophisticated knowledge of MS Word, Excel, and web-based interfaces for the purposes of implementing, tracking, monitoring, and reporting of NCLB programs.
- Ability to read, analyze and interpret technical procedures and governmental regulations.
- Demonstrated outstanding interpersonal, verbal, and written communication skills; Bilingual (Spa/Eng) preferred.
- Must have a valid Rhode Island driver's license and reliable transportation.

**ADDITIONAL QUALIFICATIONS:**

- Proven ability to positively impact educational programs through the constructive use of data to inform planning and instruction.
- Demonstrated supervisory/management experience with oversight of program implementation and expenditures. Minimum of two years program oversight/management.
- Under supervision, ability to design and be accountable for appropriate and accurate budgeting for complex, multi-million dollar initiatives.
- Ability to work independently and without oversight by effectively managing time and prioritizing projects to ensure timely completion.
- Ability to write reports, correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups, employees and the general public.
- Ability to work effectively with executive staff, Teaching and Learning staff, school-based administrators, teachers, and community members.

**APPLICATION REQUIREMENTS:**

- Formal application
- Three letters of recommendation (including one from a peer and a supervisor) that speak to the candidate's skills, experience, and abilities as they relate to this position
- Resume (most updated version) and cover letter specific to this position

*Only those applicants who meet all of the above qualifications, will be granted an interview. All applications must be accompanied by a copy of the appropriate certificate(s) required, emergency certificates will not be acceptable.*

*Please visit [www.ProvidenceSchools.org](http://www.ProvidenceSchools.org) and go to Human Resources for detailed information on the application process and to obtain an application.*

*Applications may also be obtained in person at the Office of Human Resources, 797 Westminster Street, Providence, RI. The completed form must be returned to the Office of Human Resources no later than 4:30 p.m. on the above closing date.*

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File Name: NCLB Program Coordinator