



CLAYTON MODEL PROGRAM COORDINATOR

Qualifications:

1. Master's Degree from a state-accredited four-year college or university.
2. Previous experience with federal or state funded programs required.
3. A minimum of 5 years of successful professional employment experience in education, including teaching, counseling, psychology, supervision, or administration.
4. Familiarity and a demonstrated passion for social and emotional learning and wellness; previous experience, training, and knowledge of SEL practices preferred.
5. Excellent oral and written communication skills.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Clayton Model Program Director and Superintendent of Schools

Job Goal: The Clayton Model Coordinator establishes protocols and procedures, collaboratively with the Clayton Model team, school administrators, and staff, to ensure the effective implementation of the Clayton Model program to best support the needs of all students, faculty, and staff. This position will supervise Clayton Model Programs in three counties throughout the State of New Jersey while maximizing organizational learning on best practices. This position will collaborate with key SEL stakeholders from identified school districts and community partners while overseeing the Clayton Model Pilot Program initiative to ensure fidelity of program implementation.

Duties and Responsibilities:

1. Develop & maintain up-to-date implementation guidelines on Clayton Model for use with target districts (Packet of information that a district would receive regarding communications, training, and background information about the Clayton Model.)
2. Provide capacity building support to CPSD training center; develop and maintain training curricula, implementation guidelines, review models, and create schedules and procedures for training.
3. Ensure that the Clayton Model program at CPSD serves as a model implementation site and training center to support expansion and implementation across the additional identified school districts.
4. Provide ongoing, scaffolded, and comprehensive support to help CM staff understand their role in SEL and develop the skills, mindsets, and capacity necessary for implementation.
5. Monitor fidelity of implementation; ensure pilot program sites are operating in accordance with the Clayton Model program guidelines by maintaining regular contact with identified school districts/ed commissions through site visitations and fidelity checklists.
6. Collaborate with Walter Rand Institute (WRI) and NJDOE to provide information to Special Services Districts and potential new school districts on evaluation outcomes, common challenges, and best-practices for implementation.

7. Collaborate with WRI to create yearly reports on outcomes, training, and process evaluation in both comprehensive and user-friendly forms.
8. Collaborate with WRI to provide quarterly reports on training and process evaluations to NJDOE and the project advisory board.
9. Collaborate with WRI to provide a report to NJDOE on Herma S. Simmons Elementary School's implementation of the Clayton Model within their multi-tiered system of support.
10. Participate in bi-annual advisory board meetings to discuss and review project policies and practices, strategies for advancements, and evaluation processes and outcomes.
11. Facilitate communications and training for identified school districts/ed commissions across the State of NJ.
12. Monitor progress toward meeting goals and deadlines.
13. Monitor fiscal spending of the Clayton Model grant program at CPSD.
14. Interact with superintendents, administrators and teaching staff in identified districts in order to coordinate staff development training/workshops and prepare districts for implementation of the Clayton Model.
15. Coordinate and/or complete and submit other reports, as assigned.
16. Provide input to other professional staff as requested.
17. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: January 18, 2022

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