



SECTION                    1303

CATEGORY                Administration

SUB-CATEGORY        Supervisor of Special Programs – 12-Month

**QUALIFICATIONS:**

1. New Jersey certification as a Supervisor.
2. A minimum of three years teaching experience.
3. Previous supervisory experience preferred.
4. Previous curriculum and instruction experience, specifically in areas of remedial and gifted and talented education.
5. Knowledge of New Jersey State testing requirements.
6. Exceptional writing, oral, interpersonal, and analytical skills.
7. Knowledge of applicable laws, regulations and procedures.
8. Required criminal history check and proof of US citizenship or legal alien status.
9. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

The Supervisor of Special Programs reports to the Director of Curriculum, Assistant Superintendents, and the Superintendent.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Supervisor of Special Programs is responsible for the supervision and evaluation of all designated personnel. This supervisory process will take place in conjunction the Superintendent, Assistant Superintendents, Director of Curriculum, and Building Administrators.

**JOB GOAL**

The Supervisor of Special Programs, guided by Board of Education policy, the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is a specialist in a designated area or areas who provides leadership and administrative oversight within that or those areas. The Supervisor will develop, coordinate, and evaluate all phases of programs for remedial and gifted education. These will include, but are not limited, to literacy and mathematics support programs, the Academically Independent Program (AI), the School-Wide Enrichment Model (SEM), and enrichment programs. The Supervisor of Special Programs also serves as the District Testing Coordinator ensuring compliance with all State regulations and data analysis. The position may, depending on need, also require teaching responsibilities.



## **TERMS OF EMPLOYMENT**

Contract consistent with the agreement negotiated with the applicable bargaining unit.

## **PERSONAL EVALUATION**

The Supervisor of Special Programs shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, Assistant Superintendent for Special Services, and the Superintendent at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **A. Financial Planning/Management**

1. Maintains a current inventory of supplies, materials, and equipment. Completes inventory annually by June 30th and submits a list of new capital equipment to the Business Administrator/Board Secretary.
2. Prepares and monitors the department's budget with teacher, building administrator, and central office input.
3. Prepares budget requisitions for purchase of approved budget items.
4. Monitors approved budget orders to ensure they correspond with approved appropriations.

### **B. Staff Development**

1. Assists with the administration in the recruitment and selection of staff and reassignment of staff already employed in the district.
2. Provides input into the department observation schedule in cooperation with central office and building administrators.
3. Makes formal observations of department staff and prepares written observation and evaluation reports in accordance with the State of New Jersey Department of Education guidelines.
4. Guides staff regarding observations, goals, and summative evaluations.
5. On a scheduled basis, prepares, collects, reviews and monitors lesson plans, materials, and activities and makes recommendations for growth and improvement.
6. In conjunction with the Director of Curriculum and the Assistant Superintendent of Curriculum and Instruction, develops comprehensive in-service programs and courses responsive to staff development needs. In-service needs are to be identified, in part, from findings of the appraisal process and program evaluation.
7. Develops schedules for professional development to include workshops and lectures by outside consultants as well as district staff, visits to schools within the district to see existing programs, and visits to schools outside the district to see exemplary programs not currently available within the district.
8. Works with staff members to complete program-related activities including, but not limited to, curriculum writing, program review, and the pilot process.
9. Circulates informational publications and informs department staff on the latest trends in the discipline as aspects of professional development.
10. Makes recommendations to building administrators relative to scheduling of department staff, teachers, and classes for preparation of the master schedule.



11. Analyzes department staffing patterns and makes recommendations for improvement to building administrators.

C. Program Development and Implementation

1. Works collaboratively with other administrators in planning the curriculum in order to facilitate articulation of the programs.
2. Leads the district's program review cycle to audits curriculum, instruction, and assessment within the department and develop recommended modifications in cooperation with central office personnel and building administrators through the Office of Curriculum and Instruction.
3. Implements and evaluates important curriculum and pilot programs.
4. Develops a five-year plan for the department.
5. Cooperates in the design, writing, and coordination curriculum projects.
6. Coordinates the review, selection and distribution of department instructional materials, textbooks, and equipment.
7. Reviews lesson plans and records of department members at appropriate intervals to assure that the requirements of the curriculum are being delivered.

D. District/Building Management

1. Assists with a maintenance schedule of department equipment and/or materials and alerts the building administrators of needed repairs.
2. Establishes, monitors, and encourages teachers to conduct extra help sessions.
3. Assists as needed with the development and implementation of school safety plans for buildings connected to department.
4. Communicates and works with building and district administrators to solve problems dealing with resources and personnel, and in recommending solutions which contribute to successful academic, personal, and social experiences for district pupils.
5. Schedules and arranges programs for district-wide meetings.
6. Forms study groups and workshops that are directly related to the program used with the students.
7. Works with School Counseling and Special Services Department staff in a developmental and advisory capacity as well as helping with the in-service training of staff.
8. Implements Board policy, district and state regulations, and collective bargaining agreements.
9. Maintains documentation of all program activities.

E. Communication

1. Organizes and attends meetings at the department, school, and district levels.
2. Maintains parental contact and monitors teacher/parent communication.
3. Works closely with building administrators regarding student scheduling problems, changes and student progress.
4. Develops and implements a plan for the use of community personnel and/or activities to enhance the department instructional process and/or programs.
5. Disseminates and monitors the implementation of goals (Strategic, Board, District, Building, and Department).
6. Communicates to department staff administrative directives.
7. Compiles reports, data, and information as necessary.
8. Processes the first level of the grievance procedures.
9. Communicates department concerns to the administration.
10. Maintains communication with the building and central administration.
11. Prepares monthly and/or yearly reports regarding department programs, budgets, concerns, and supervision.



12. Completes in an accurate and timely manner all required local, state and federal reports.
13. Maintains communication with industry, businesses, and parent/guardian groups.
14. Disseminates information to district staff, administrators, and the community.
15. Develops internal procedures to respond effectively to parental suggestions and complaints.
16. Prepares clear and concise correspondence, reports, and agenda to meet staff needs.
17. Consults and maintains liaison between special programs and other district programs including school counseling and special services staff.
18. Prepares and submits press releases to designated individuals when appropriate.

F. Special Program Responsibilities

1. District Test Coordinator
  - Coordinates and administers all district and state testing procedures.
  - Orders, distributes, collects and processes tests.
  - Attends state training sessions and facilitates district training sessions for school site coordinators.
  - Oversees testing during administration.
  - Assists in evaluating and interpreting results of standardized tests to discover program strengths and weaknesses.
  - Compiles and organizes test results for Board of Education, staff, and parents in collaboration with the Assistant Superintendent for Curriculum and Instruction.
2. Educational Support Programs
  - Organizes the procedure for student selection into and release from district intervention and enrichment programs.
  - Develops procedures and practices to foster the attainment of the curriculum objectives of the district's intervention and enrichment programs.
  - In conjunction with district/program personnel, evaluates procedures and practices to monitor the district's intervention and enrichment programs.
  - Utilizes a variety of resources appropriate to the enhancement of the instructional efforts of the district's intervention and enrichment programs.
  - Plans for, implements, and participates in parent and community programs related to the district's intervention and enrichment programs.

G. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 13 November 2018