

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Supervisor of Academic Programs

**II. PRIMARY FUNCTION**

Serves as District Director of AVID. Also assists the school and district in providing leadership for the educational program for academically at risk students. Aids in the organization and supervision of the special programs in ensuring the successful functioning of the program

**III. REPORTS TO**

Assistant Superintendent of Curriculum and Instruction and the School Principal and/or designee

**IV. SUPERVISES**

General supervision of professional staff

**V. QUALIFICATIONS**

- Must possess a regular New Jersey Instructional Certificate (K – 12)
- Must possess (or be eligible for ) New Jersey Supervisor's Certificate
- Demonstrates organizational, communication, leadership, analytical and interpersonal skills
- Minimum of three (3) years of successful teaching
- Ability to analyze student achievement data from multiple sources and report results to school and district administration
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Acts as liaison to superintendent, district administrators and site administrators to support AVID
- Creates relationships with colleges and university programs to create pathways for student access
- Connects with regional College Board offices
- Coordinates communication with AVID Center
- Facilitates coordination of district wide meetings with AVID schools
- Meets with principals to promote administrative support for the institutionalization of the AVID Program
- Act as a liaison to principals and counselors (scheduling, budget, tutors) to support implementation
- Meets with each AVID site team to facilitate progress towards goals identified in the Site Team Plan
- Facilitate/coordinate the district wide process for student recruitment and retention of students in AVID programs
- Develops long-term access to colleges/universities to identify and recruit tutors for AVID sites
- Oversee the collection of data for AVID Data Reports.
- Integrates AVID site data with the district data
- Develops and supervises the AVID tutor recruitment and training for all District sites.
- Facilitates the attendance /participation of site coordinators/elective teachers/site team/counselors/administrators to AVID

- Analyze student performance data (state assessments, benchmarks, etc.) to identify students academically at risk
- Identify, plan, implement and supervise specialized academic programs designed to address student performance deficiencies
- To monitor student achievement individually and by sub-group categories and provide direction for program review and revision given achievement results
- Work with content supervisors to implement and monitor new programs/initiatives and to help them analyze data to measure the program effectiveness
- Work with Supervisor of Guidance to coordinate the college/career readiness programs for identified student population
- To assist in the scheduling process to assure at risk students will receive additional academic support within the school day
- To provide for the in-service training of teachers
- Conduct classroom observations and to assist and evaluate teachers
- Works with the District's NCLB Coordinator to identify programs and funding sources to assist Title 1 students
- Perform such other duties as may be assigned by the Superintendent or designee

## **VII. TERMS OF EMPLOYMENT**

Twelve-month position in accordance with provisions of EPSA/BOE contract

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Job Description/Section IV SUPERVISOR OF ACADEMIC PROGRAMS (6-12)  
APPROVED: September 24, 2012