

Union County Educational Services Commission

Job Description

Job Title: Supervisor of Pupil Personnel Services

Reports to: Assistant Superintendent

Terms of Employment: Full Time, 12 months

Scope of Position:

The Supervisor of Pupil Personnel Services is responsible for assisting the Assistant Superintendent in the implementation of all personnel programs and services for certified and non-certified staff in accordance with the policies and regulations adopted by the Board of Education.

Qualifications:

1. Earned Master's Degree in educationally relevant field of study from an accredited college or university.
2. Standard Certificate for Supervisor, Principal or School Administrator issued by the New Jersey Department of Education.
3. Minimum of three to five years of exemplary non-administrative experience as a classroom teacher and/or other related position. (i.e. Child Study Team Member, Guidance Counselor)
4. Extensive knowledge of Federal and State laws, and local policies and procedures related to the fields of special education and personnel administration.
5. Knowledge of best practices in the recruitment, retention, supervision and evaluation of instructional and support staff.
6. Proven ability to maintain organized and accurate records, work independently, manage multiple tasks simultaneously and complete assignments within strict timelines.
7. Highly effective communication (oral & written), organizational and interpersonal skills needed to train, motivate and support teaching staff members.

Responsibilities:

- 1) Assist the Assistant Superintendent in the recruitment, interviewing, hiring and retention of highly qualified instructional support and substitute staff in all Commission programs during the school year and Extended School Year.
- 2) Develop partnerships with local colleges and universities for the purposes of attracting interns and potential candidates across all educational disciplines.
- 3) Support the Personnel Secretary to ensure in the organization of staff records and continued compliance with licensing and other regulatory requirements.
- 4) Assist the Assistant Superintendent in the timely and accurate completion of all local, county and state reports related to personnel.
- 5) Oversee Professional Development at the district, building and individual levels to promote ongoing learning and ensure compliance with all state regulations.
- 6) Assist with the implementation of new staff orientation, teacher mentoring, new staff induction and all related training programs.
- 7) Collaborate with the Assistant Superintendent in all aspects of the observation and evaluation of professional staff, including the development of procedures, forms and relevant trainings.
- 8) Support building administrators in all aspects of the planning and implementation of the Extended School Year Programs throughout the Commission.
- 9) Remain abreast of current research, programs and practices in human resources through professional memberships, workshop attendance, committee participation and through independent review of educational journals and publications.
- 10) Serve as a liaison between the IT Department and Superintendent's Office for purpose of ensuring effective operations all technology related matters.
- 11) Coordinate the preparation of all district and school-based content for district publications, news releases, and website content.
- 12) Perform all other responsibilities as assigned by the Assistant Superintendent or Superintendent.