

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS and MANAGERS
1693 Director of High Schools
Page 1 of 4

JOB TITLE: **DIRECTOR OF HIGH SCHOOLS**

REPORTS TO: Assistant Superintendents for School Administration (Grades K-12)

NATURE AND SCOPE OF JOB:

The Director of High Schools will assist the Assistant Superintendents for School Administration (Grades K-12) monitor, coordinate and supervise all grades 9-12 school initiatives, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, personnel decisions, staff attendance, school climate, data analysis and how it drives instruction, budget development, professional development, leadership training, and community partnerships. The Director of High Schools will assist the Assistant Superintendent for School Administration (Grades K-12) provides leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instruction practices, and responsive programs and services. The Director of High Schools will be responsible for guiding all High Schools with the implementation of all components of the High School Renewal Advisory Committee.

QUALIFICATIONS:

The Director of High Schools shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a principal or school administrator's endorsement. (N.J.S.A.18A:26-2.1 and N.J.A.C 6:11-9.3 and 9.6).
2. Hold a Master's degree from an accredited institution (College or University).
3. Have a minimum of five (5) years excellent experience in teaching and working with adolescents. Have at least five (5) years excellent administrative experience as a Principal, Assistant Principal, or Central Office Administrator.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have experience in monitoring the conduct of staff, curriculum, and program development activities.
6. Have experience in the evaluation/observation process, including The Paterson Innovation Zone, Institute for Learning (IFL), Focal Point, and Learning Walks.
7. Demonstrate excellent organizational skills and the ability to motivate people.
8. Have knowledge of state testing regulations, including, High School Proficiency Assessment (HSPA), Alternative High School Assessment (AHSA), STARS Assessment, and all other state requirements.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS and MANAGERS

1693 Director of High Schools

Page 2 of 4

9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Assistant Superintendents for School Administration may find appropriate and acceptable

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Director of High Schools shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS and MANAGERS
1693 Director of High Schools
Page 3 of 4

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of High Schools shall:

1. Chair the High School Renewal Advisory Committee and hold quarterly meetings with stakeholders.
2. Work closely with The Paterson Innovation Zone, The Principles of Learning, Focal Point, and the IFL to professionally develop building administrators, turnkey the information, and support their staff in implementing best practices for their students.
3. Promote the Mathematics and Language Arts Literacy programs implemented by the Central Office Mathematics and Language Arts Literacy Teams as part of the HSPA Preparation programs.
4. Plan with central office Guidance team to conduct Transcript Reviews with all high school students and their families verifying credits and ensuring students are on track to graduate.
5. Spearhead and promote graduation enhancement strategies, including but not limited to, credit recovery and the Twilight program.
6. Work closely with teams that work on HSPA preparation via credit recovery, as well as Saturday and afterschool program, particularly those students who are at the cusp of passing HSPA.
7. Assist school administrators with plans to facilitate Stars Assessments and the pursuant interventions.
8. Demonstrate knowledge and understanding of and provide professional development on curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research relating to learning.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
11. Lead district level planning processes to ensure the development, implementation, and evaluation of all high school programs and activities. The planning processes shall include development of the State mandated school level objectives (N.J.A.C. 6:8-4.4(a) 2), following the required procedures.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**DIRECTORS and MANAGERS
1693 Director of High Schools
Page 4 of 4**

12. Establish a professional rapport that earns their respect from staff.
13. Display the highest ethical and professional behavior and standards when working with high school administrators.
14. Ensure that each school administrator develops a Professional Growth Plan (PGP) for the school.
15. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
16. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
18. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
19. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendents of School Administration, the State District Superintendent, or his Deputy Superintendent and not otherwise prohibited by law or regulation.
20. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
21. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

DIRECTORS and MANAGERS
1693 Director of High Schools
Page 5 of 4

EVALUATION:

The Director of High Schools shall be evaluated by the Assistant Superintendents for School Administration (Grades K-12) in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2; this Job Description and such other criteria as shall be established by the Board of Education.



Approved

3-15-2013

Date