

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

DIRECTORS AND MANAGERS
1696b Manager of Non-Traditional
Programs
Page 1 of 6

JOB TITLE: **MANAGER OF NON-TRADITIONAL PROGRAMS**

REPORTS TO: Superintendent or Cabinet level designee

SUPERVISES: Staff as assigned

NATURE AND SCOPE OF JOB:

The Manager of Non-Traditional Programs provides leadership in promoting the District's mission to prepare each student to be successful in the institution of higher education of their choosing and in their chosen profession. The position of Manager of Non-Traditional Programs encompasses the following areas: (1) Student Attendance; (2) Truancy; and (3) Drop-Out Prevention. The Manager of Non-Traditional works collaboratively with the administrative and instructional staff and communicates effectively with parents, members of the Paterson Public Schools district and community and colleagues in other districts. In addition, the Manager of Non-Traditional programs serves as a part of the innovation and reform team and supports all initiatives and programs as assigned by the Chief Reform and Innovations Officer.

QUALIFICATIONS:

The Manager of Non-Traditional Programs shall:

1. Hold a Master's Degree from an accredited college or university.
2. Have at least ten (10) years' experience as a teacher or administrator.
3. Have experience working in a multicultural/urban environment.
4. 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 endorsement (N.J.A.C. 6:11-9.3 and 9.6).
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

DIRECTORS AND MANAGERS
1696b Manager of Non-Traditional
Programs
Page 2 of 6

8. Demonstrate knowledge and understanding of student discipline, attendance, truancy, and dropout prevention.
9. Exhibit a personality that demonstrates enthusiasm and the 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 Superintendent 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 and observations of teaching performance.

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

DIRECTORS AND MANAGERS
1696b Manager of Non-Traditional
Programs
Page 3 of 6

4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Manager of Non-Traditional Programs shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Non-Traditional Programs shall:

1. Assume coordination of District –wide programs relating to student attendance, truancy, dropout prevention, and student discipline.
2. Review student attendance and dropout data for the purpose of monitoring progress and identifying deficiencies.
3. In conjunction with the Legal department, represent the District in all student truancy cases before the Paterson Municipal Court.
4. Act as Disciplinary Hearing Officer for the District and conduct all student disciplinary hearings.
5. In collaboration with the State District Superintendent, establish goals and procedures necessary to satisfy standards set forth in the annual Strategic Plan and other District objectives.
6. Establish and maintain relationships with community and individuals interested in contributing to the success of pupils.
7. Recommend policies and procedures that promote a healthy and supportive school environment.
8. Attend regular meetings, including monthly Principal’s meeting, as required by the State District Superintendent.

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

DIRECTORS AND MANAGERS
1696b Manager of Non-Traditional
Programs
Page 4 of 6

9. Visit schools as required to make appropriate assessments.
10. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
11. Attend required staff meetings and serve, as appropriate, on staff committees.
12. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent or Cabinet level designee and not otherwise prohibited by law or regulation.
15. 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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGERS
1696b Manager of Non-Traditional
Programs
Page 5 of 6

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

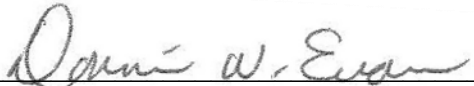
ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Superintendent or Cabinet level designee shall evaluate the Manager of Non-Traditional Programs in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

8-20-2014

Date