

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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1702 Supervisor of Elementary
Education
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REVISED

JOB TITLE: SUPERVISOR OF ELEMENTARY EDUCATION
REPORTS TO: Principal
SUPERVISES: Students and staff as assigned

NATURE AND SCOPE OF JOB:

The Supervisor of Elementary Education manages student behavior and attendance, student co-curricular activities and facilities operations. The Supervisor of Elementary Education is responsible for student discipline and attendance, community engagement, security, and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment. The Supervisor of Elementary Education will work with building principals to ensure facility usage is cooperative, educationally sound and safe. The Supervisor of Elementary Education will lead and nurture all members of the school staff and will communicate effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:

The Supervisor of Elementary Education 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 supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of seven (5) years of excellent experience in teaching and working with adults or adolescents.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.

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7. Demonstrate knowledge and understanding of classroom management and building positive school culture.
8. Demonstrate knowledge of excellent instructional practices.
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 computers for word processing, data management, 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 there have not been any convictions 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 alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

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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.
4. Official college transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Elementary Education 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 FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Elementary Education shall:

1. Lead and manage student management and discipline systems to ensure a safe and orderly climate. Provide and supervise in a fair and consistent manner effective discipline and attendance system with high standards, consistent with the philosophy, values, and mission of the school and district in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
2. Lead and manage procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.

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3. Lead and manage all required reports regarding violence, vandalism, attendance and discipline matters, in a timely manner, as well as implement processes and procedures that will improve student attendance.
4. Work with all teachers to ensure consistent and accurate implementation of the student code of conduct.
5. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.
6. Assist principal with the observation and evaluation of all staff and ensure the implementation of quality instructional practices that are aligned with approved District observation rubrics.
7. Supervise maintenance and security to ensure a safe and orderly climate. Provide and supervise in a fair and consistent manner effective school security, maintenance and repair systems with high standards, consistent with the philosophy values, and mission of the school and district.
8. Incorporate procedures for the early identification of facility problems.
9. File all required reports regarding facility maintenance and security, in a timely manner.
10. Implement procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
11. Regularly inspect all facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions.
12. Submit the Monitoring Checklist and other facility reports as required.
13. Assume responsibility for the health, safety, and welfare of students, personnel and visitors.
14. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local and district guidelines.
15. Ensure disaster preparedness procedures include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
16. Manage community engagement and relations including a parent-teacher organization. Organize and maintain a public relations system for the school that consistently celebrates and

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informs parents and the community of the accomplishments of students and staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.

17. Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, bus loading and unloading, and cafeteria.
18. Lead and manage co-curricular activities.
19. Lead and manage facility management and security operations.
20. Ensure compliance with all laws, administrative codes, Board policies and regulations, including Affirmative Action mandates.
21. Establish a professional rapport that earns their respect from students and staff.

22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.

Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.

23. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
24. Develop with the School Management Improvement Team and recommend to the Superintendent a budget for the school plant. Approve all purchases in accordance with district, school, and GAAP policies and procedures.
25. Maintain visibility with students, staff, parents and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
26. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the students in the school.
27. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriated vocabulary and examples, clear and legible visuals, and articulate and audible speech.
28. Use excellent written and oral communication skills when communicating with students, parents, and colleagues.

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29. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Answer correspondence promptly.
30. Communicate with the building Principal regularly about the needs, successes, and general operation of the school.
31. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et.seq.).
32. Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resources agencies within the community.
33. Attend regular meetings and serve, as appropriate, on staff committees relative to the facility.
34. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
35. Process and monitor the work order process.
36. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
38. 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.
39. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
40. 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.
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.

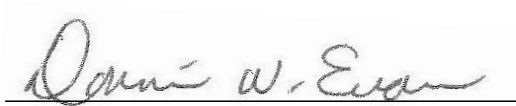
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EVALUATION:

The assigned building Principal(s) shall evaluate the Supervisor of Elementary Education in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

7-1-2015
Date