

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS – EDUCATIONAL
1701 Supervisor of Learning Networks
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JOB TITLE: SUPERVISOR OF LEARNING NETWORKS

REPORTS TO: Director of NCLB and Federal Programs

SUPERVISES: Teachers

NATURE AND SCOPE OF JOB:

The Supervisor of Learning Networks is responsible to work with teachers and school/district administrators to address the needs of the 21st Century learning in the classroom. To support staff to build technology capacity to integrate technology in lessons to improve teaching, learning, and digital literacy among staff. To analyze data addressing the needs of the subgroup population by ensuring all struggling students receive the support they need by supporting and preparing educators to serve the distinct need of the subgroup population through the effective use of technology in all content areas.

The Supervisor of Learning Networks:

1. Hold a New Jersey Supervisor Certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6A Chapter 9, with a School Administrator endorsement (N.J.A.C 6A:9-12.4).
2. Have a Master's Degree or higher from an accredited college or university.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of curriculum development and program evaluation, learning assessment and diagnosis, and research related to learning.
7. Demonstrate knowledge of one or more of the following area grant acquisition, implementation and compliance.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary, multilingual preferred.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

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10. 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.
11. 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.
12. 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
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATIONS 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 transcripts. Copies of recent evaluations and observations of teaching and administrative performance.
5. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Learning Networks shall be employed under the following terms:

1. Work year of twelve (12) 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.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Learning Networks shall:

1. Supervise and support teachers individually and in teams to utilize technology that connects teachers to data, content, resources, expertise, and learning experiences that enable and inspire more effective teaching for all learners with special attention to the subgroups as to meet their academic needs.
2. Provide in-service to teachers with professional learning experiences powered by technology to increase their digital literacy and enable them to create compelling assignments for all students including those in the subgroups to improve learning, assessment, and instructional practices.
3. Expand opportunities for educators to have access to technology-based content, resources, and tools where and when they need them to address the needs of all students, especially those in the subgroups to close the achievement gap.
4. Support all teachers to use technology to provide all learners, especially those in the subgroups, with online access to effective teaching and better learning opportunities.
5. Develop a teaching force skilled in online instruction.
6. Work under supervision of the Director of NCLB and Federal Programs.

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.
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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.

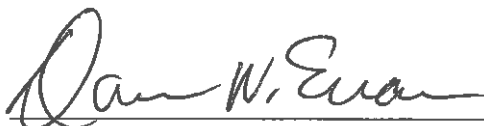
ENVIRONMENTAL DEMANDS:

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.

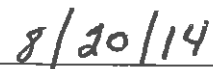
1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or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

EVALUATION:

The Director of NCLB and Federal Programs shall evaluate the Supervisor of Learning Networks 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



Date