

# **JOB DESCRIPTION**

# **PATERSON BOARD OF EDUCATION**

**SUPERVISORS**

**1721 Supervisor of Position Control and SMID**

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**JOB TITLE: SUPERVISOR OF POSITION CONTROL AND SMID**

**REPORTS TO: Assistant Superintendent of Human Capital, Labor Relations & Affirm.  
Action  
School Business Administrator**

## **NATURE AND SCOPE OF JOB:**

The Supervisor of Position Control and SMID works collaboratively with the Assistant Superintendent of Human Capital, Labor Relations & Affirm. Action and the School Business Administrator to ensure Position Control, SMID, Employee Salaries and Benefits are aligned with budget.

## **QUALIFICATIONS:**

The Supervisor of Position Control and SMID shall:

1. Have earned at least a high school diploma **or** its equivalent.
2. Have at least five (5) years of successful experience in Student and/or Staff Information Systems or related work.
3. Have competency in use of computer for information management processing, statistical analysis, and project management.
4. Have excellent administrative experience in information systems.
5. Demonstrate strong organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Hold and maintain a valid driver's license with no serious violations.

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11. 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.
12. 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 persons offense in accordance with 18A:6-7.1.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. 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.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Supervisor of Position Control and SMID 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.).

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### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Position Control and SMID shall:

1. Align Position Control with budget accounts, salaries, benefits, titles and locations.
2. Prepare reports and informational materials for the district staff and other professionals who use Position Control and Staff Member State ID's in performing their own duties.
3. Maintain database and report SMID to NJ SMART.
4. Ensure accuracy and data integrity in Edumet and NJ SMART systems.
5. Work closely and collaboratively with schools with any data staff changes and updates.
6. Update systems and ensure synchronicity between systems.
7. Work with a high degree of accuracy.
8. Maintain and update all employee salaries according to Union Contracts.
9. Initiate budget transfers to balance salary and benefit accounts
10. Rightsize staff according to student enrollment and class size.
11. Assist with district school reorganization.
12. Assist with preparation of annual district budget.
13. Perform any duties that are within the scope of employment as assigned by the Superintendent or Designee, or the Assistant Superintendent of Human Capital, Labor Relations & Affirm. Action and the School Business Administrator and not otherwise prohibited by law or regulation.

### **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.

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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.

### EVALUATION:

The Assistant Superintendent of Human Capital, Labor Relations & Affirm. Action 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

11/22/17  
Date