

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL**  
**1790 - Supervisor of Principal/Teacher**  
**Evaluation System**  
**Page 1 of 6**

**JOB TITLE:** Supervisor of Principal/Teacher Evaluation System (Non-certificated)

**REPORTS TO:** Chief Accountability Office

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

The Supervisor of Principal/Teacher Evaluation System shall oversee and coordinate the development, integration and implementation of the various systems and processes critical to the success of the new Principal and Teacher Evaluation System. This position must work collaboratively and cross-departmentally with administrative, instructional, technical and support staff to effectively coordinate, manage, and develop a District data platform that consistently and systematically draws information from various District information systems.

### **QUALIFICATIONS:**

The Supervisor of Principal/Teacher Evaluation System Qualifications:

1. Hold a Bachelor's Degree in Computer Science or other IT-related field from an accredited college or university.
2. Minimum of five (5) years' educational experience.
3. Have at least three (3) years' experience in State, Federal, and Educational grant programs.
4. Have knowledge of RTTT, EE4NJ and new Principal/Teacher Evaluation Systems that integrate student achievement.
5. Knowledge of principal/teacher evaluation issues, processes and tools.
6. Knowledge of assessment-related statistical concepts, including percentiles, SGP, NCE, median, etc.
7. Knowledge of information/learning management system analysis, design and standards.
8. Experience with web-based application development in an educational environment.
9. Mastery of database programming tools and languages such as SQL, MySQL and MS Access.
10. Experience designing and developing relational databases.
11. Knowledge of database performance tuning and data-cleaning techniques.

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

## SUPERVISORS – EDUCATIONAL 1790 - Supervisor of Principal/Teacher Evaluation System Page 2 of 6

12. Mastery of front-end high-level programming languages such as Java, C++/C# and PHP as well as scripted languages such as JavaScript and jQuery.
13. Knowledge of object-oriented programming principles.
14. Mastery of MS Excel with ability to create advanced conditional look-up formulas.
15. Effective problem-solving, analytical, organizational, and human relations skills.
16. Ability to communicate and work effectively with staff, vendors, and other school district constituencies.
17. Hold a valid driver's license with no serious violations.
18. Have the ability to handle multi-tasking successfully.
19. Have excellent integrity and demonstrate good moral character.
20. 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.

### VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Official college transcripts.
3. Copy of NJ Certification.
4. A minimum of three letters of reference from former employers, teachers, or other professional sources.
5. Employment Interview.

### EMPLOYMENT TERMS:

The Supervisor of Principal/Teacher Evaluation System shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL**  
**1790 - Supervisor of Principal/Teacher**  
**Evaluation System**  
**Page 3 of 6**

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 Supervisor of Principal/Teacher Evaluation System shall:

1. Assist District with the development/procurement of necessary data system(s) for the purpose of collecting, analyzing and storing data related to student information/achievement, personnel and financial systems.
2. Collaborate with a variety of internal and external parties (e.g. District staff, local, state and/or federal agencies, community members, etc.) to receive and/or provide information related to District's Principal and Teacher Evaluation Initiative.
3. Collaborate with various departments to ensure systematic and efficient flow of vital data and alignment of core data structures.
4. Develop a variety of data-related policies and procedures (e.g. standards, monitoring utilities, tuning/optimization methods, etc.) for the purpose of ensuring the stability, security and performance of databases and the availability/reliability of stored data.
5. Facilitate a variety of planning and development activities (e.g. meetings, user interviews, etc.) for the purpose of creating short and long range plans for data system development, support, and maintenance/improvement.
6. Prepare a variety of materials in both written and electronic formats (e.g. federal, state and local compliance reports, technical specifications, user manuals, memos, procedures, project documentation, flow charts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
7. Respond to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
8. Serve as a technical resource to administration and staff for the purpose of providing information and/or advice regarding District's Principal and Teacher Evaluation Initiative.
9. Facilitate training and professional development for district staff as needed for the purpose of assisting in the proper, efficient and effective use of new data policies, procedures and system(s).

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### SUPERVISORS – EDUCATIONAL 1790 - Supervisor of Principal/Teacher Evaluation System Page 4 of 6

10. Periodically ensure data quality by auditing existing data systems and making modifications as necessary.
11. Research and recommend technology products or services, and sources of funding or other assistance, which will optimally implement the District's Principal and Teacher Evaluation Initiative.
12. Assist in the preparation and submission of applications for grant funding and other assistance, relevant to the District's Principal and Teacher Evaluation Initiative, from public and/or private sources.
13. Assist in the development of annual budgets which include appropriate funding for implementation of the District's Principal and Teacher Evaluation Initiative and operation of the Department; coordinate annual budget recommendations with recommendations for expenditures from grants and/or other types of funding.
14. Coordinate the expenditure of available funds in accordance with the District's Principal and Teacher Evaluation Initiative, its annual budget and any parameters established by the sources of other funding obtained by the District.
15. Develop spreadsheets and databases as required.
16. Assist in preparing Personnel Actions, Board Resolutions, Contracts, Summary Sheets related to Teacher and Leader Evaluation Program.
17. Participate in appropriate in-service and workshops program and attend any required meetings.
18. Protect confidentiality of staff and student records and information, and use discretion when sharing any such information within legal confines.
19. Use computers and/or electronic equipment to fulfill job functions.
20. Perform other related duties as assigned.
21. Direct, oversee and annually evaluate the performance of reporting staff.
22. Provide in-service training and/or other professional development opportunities which ensure that reporting staff members maintain current levels of knowledge and skills relevant to their job responsibilities.
23. Recommend to administration adjustments to Department staff, including staffing levels, job titles, job responsibilities, and individual employment decisions, as may be appropriate.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **SUPERVISORS – EDUCATIONAL 1790 - Supervisor of Principal/Teacher Evaluation System Page 5 of 6**

#### **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.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL**  
**1790 - Supervisor of Principal/Teacher**  
**Evaluation System**  
**Page 6 of 6**

### **EVALUATION:**

The Chief Accountability Officer shall evaluate the Supervisor of Principal/Teacher Evaluation System 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

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Date