

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS - EDUCATIONAL
1789 - Supervisor of Accountability

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REVISED

JOB TITLE: SUPERVISOR OF ACCOUNTABILITY

REPORTS TO: Superintendent or cabinet level designee

NATURE AND SCOPE OF JOB:

The Supervisor of Accountability will work collaboratively with other district administrators to help design, develop, and implement the new evaluation instruments for the district. This individual will deliver services and ensure that implementation of evaluation system is aligned to State/District mandates. The Supervisor of Accountability will work closely with individual stakeholder groups and departments throughout the implementation to understand the objectives, needs, and requirements for both the teacher and administrator/leader evaluation pilots. This individual will manage the delivery of services, (both organizational and technical) as related to designing, planning, implementing, and supporting these projects.

QUALIFICATIONS:

The Supervisor of Accountability:

1. Hold a New Jersey administrative certificate with supervisor endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Hold a Master's degree in Education, or related field, from an accredited institution.
3. Have a minimum of five (5) years excellent teaching/administrative experience.
4. Demonstrate knowledge and understanding of effective instructional strategies, K-12 content, learning assessments, and research related to evaluation of instruction.
5. Have excellent communication skills, the ability to build relationships among stakeholder groups, and the ability to interact with various organizational levels.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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7. Demonstrate sound facilitation, consultation, training, and presentation skills.
8. Demonstrate strong project management experience, in both an organizational and technical consulting environment.
9. Have excellent large scale, multi-team project experience.
10. Demonstrate excellent analytical and problem solving skills.
11. Demonstrate the ability to independently within a team/collaborative environment.
12. Have excellent integrity and demonstrate good moral character and initiative.
13. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
14. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
15. Hold a valid driver's license with no serious violations.
16. 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.
17. 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 persons' offense in accordance with 18A:6-7.1.
18. 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.
19. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.

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6:3-4A.4.

20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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 Accountability shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions 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 Supervisor of Accountability shall:

1. Work collaboratively with other district administrators to help design, develop, and implement the new evaluation instruments for the district.
2. Work to deliver services and ensure that implementation of evaluation system is aligned to State/District mandates.

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3. Work with all departments to create relevant expectations and scope of work that can be delivered efficiently.
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4. Provide leadership through the development and participation in professional development activities relative to NJ Department of Education workshops, meetings, and other opportunities related to the evaluation pilot and other related initiatives.
5. Work closely with individual stakeholder groups (PEA, PPA, etc.) throughout the implementation to ensure understanding of objectives, needs, and requirements of the initiative.
6. Develop deliverables including, but not limited to, project plans, implementation schedules, training plans, communication plans, and project status reports.
7. Provide consistent communication between consultants and district regarding the implementation process, including troubleshooting.
8. Provide reports to the cabinet detailing the projects delivered and overall engagement as well as highlighting best practices and/or case study opportunities.
9. Establish and promote high standards and expectations for the implementation process of the evaluation pilot and subsequent relevant initiatives.
10. Monitor, analyze, and evaluate the ongoing implementation of the evaluation pilot and other related initiatives.
11. Ensure that the pilot evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.

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12. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Chief Assessment and Accountability Officer and/or the Superintendent.
13. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other stakeholders within the community.
14. Attend required staff meetings and serve, as appropriate, on staff committees.
15. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
16. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
17. 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.
18. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.
19. 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.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, 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.
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:

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The Superintendent or cabinet level designee shall evaluate the Supervisor of Accountability 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

7-1-2014
Date