

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

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**JOB TITLE:** Supervisor School-Based  
(All Content Areas)

**REPORTS TO:** Content Area Director and/or Principals

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

The Supervisor School-Based leads the development, organization, implementation, coordination, and evaluation of the grades Kindergarten through twelve instructional programs to ensure that all students meet and exceed the Common Core State Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with colleagues, teachers, school, and district administration. Supervises kindergarten-twelfth grade teachers (grades will vary depending on assignment).

#### **QUALIFICATIONS:**

The Supervisor School-Based 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.) 6:11-9.3 and 9.6)
2. Hold a Master's degree from an accredited institution (College or University).
3. Have at least (5) years teaching/administrative experience.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience and work with students.
6. Demonstrate excellence in the following areas: organizational skills and the ability to motivate people; have excellent integrity and demonstrate good moral character and initiative; exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community; be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research relating to learning.
8. Demonstrate the ability to use electronic equipment for word processing, data management, visual and audio presentations, and be able to integrate technology.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
10. 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.
11. 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. 6:3-4A4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. 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 qualifications above.
3. A minimum of two letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.

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4. Official college transcripts.
5. Employment interview(s).

### **EMPLOYMENT TERMS:**

The Supervisor School-Based 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 School-Based shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Review school level improvement plans to determine school based needs to develop a schedule of school visits, and work cooperatively and collectively with principals, staff, and other supervisors to ensure the development and support of instructional programs and services when assigned to numerous sites/schools.
3. Ensure coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating frequently with the Content Director.
4. Plan, organize, implement, supervise, coordinate, and evaluate programs in the Common Core State Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws and codes, Board policies, and regulations. (including after school,

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summer, intervention, and enrichment programs). Leadership of the programs shall include:

- a. Use of data to identify student and instructional needs
  - b. clear procedures for the operation and functioning of the various programs
  - c. vertical and horizontal articulation of skills and content sequence
  - d. coordination among the core curriculum content areas
  - e. consistent and regular program evaluation
  - f. personnel supervision and evaluation in collaboration with administration
  - g. personnel recruitment and recommendations for selection when vacancies occur
  - h. orientation and assistance for new staff members
  - i. communications among staff
  - j. staff development to expand and improve skills
  - k. analysis of assessments to improve instruction
  - l. resources and personnel scheduling
  - m. coordination of services with community agencies and resources
  - n. coordination and close working relationships with state and county officials, and with colleagues in other school districts
  - o. evaluation and selection of instructional materials and equipment
  - p. budget development and implementation
  - q. application for grants and monitoring grants
  - r. compliance with all state and federal mandates.
5. Collect and share with staff the results of State and other assessments, then analyze the data, including formative and summative assessments of student achievement, and using the information recommend new programs and modifications to existing programs
  6. Collaborate with administration, data leaders, and instructional staff to plan and provide opportunities for effective staff development that address the needs of the instructional

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program. Including: workshops, conferences, visitations, demonstration lessons, and sessions (PLC's, GLM's, etc.) in which the staff shares successful practices and strategies, and supports action steps identified in school improvement plans, and assists in the design of intervention programs. In addition; when necessary; conduct model lessons as part of job-embedded coaching for teachers.

7. Provide leadership and coordination in the development and delivery of curriculum, assessments, and the implementation of instructional programs of the district, and ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the students to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
8. Participate in the evaluation and selection of equipment and instructional materials that are designed to meet the Common Core State Standards, and are aligned to the Paterson Instructional Model.
9. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
10. Supervise personnel assigned (including substitute coverage), to ensure that all responsibilities are met. Assist with lesson plan design to ensure effective instructional planning is occurring.
11. Participate in and conduct regular administrative and content walkthroughs, and provide meaningful feedback to teachers, and when necessary develop and schedule "next steps" that support instructional recommendations made in each school and each classroom.
12. Develop with individual staff members a Professional Development Plan (PDP) and assist with the development of SGO's.

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13. Ensure that personnel 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.
14. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
15. Monitor instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean, and safe with proper attention to the visual, acoustic, and thermal environments.
16. Establish a professional rapport with staff that earns their respect, and display the highest ethical and professional behavior and standards when working with school personnel, district personnel, and outside agencies working with the district/school. Serve as a role model, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
17. 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.
18. Conduct and attend required staff meetings and serve as appropriate, on staff committees as necessary for the proper functioning of the instructional programs.
19. Use excellent written and oral English skills when communicating.
20. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Content Director, Assistant Superintendent, Chief, or Principal.
21. Assist in the preparation of grant and other applications as requested by the Content Director, Assistant Superintendent, Chief, or Principal.

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22. Coordinate the purchasing of instructional materials and equipment under the supervision of the Content Director, Chief, Assistant Superintendent, Principal.
23. Communicate with the Content Director and with the Principals regularly about the needs, successes, and general operation of the various programs and services.
24. Recommend policies and procedures to immediate supervisors to promote a healthy and supportive climate for learning that addresses the Common Core State Standards and responsibility for behavior.
25. Represent the school and district at Community, State, and professional meetings.
26. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
27. Summarize, interpret, and disseminate current developments in instruction, learning theory, and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
28. Maintain a safe working condition and operate electronics and other equipment needed to carry out job functions and responsibilities.
29. 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, 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 interest.
30. Perform any duties that are assigned by the Content Director, Assistant Superintendent, Chief, or Principal.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and the Collective Bargaining Agreement for teachers.

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### **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 accommodations 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 and 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.



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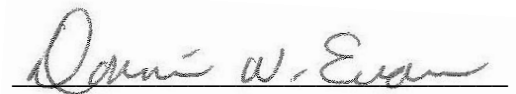
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4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet, but can be noisy at times.

#### **EVALUATION:**

The Principal/Content Area Director shall evaluate the Supervisor School-Based 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

7-1-2014

Date