

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
**1829 Coordinator of Academic Services/
Special Programs**
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REVISED

JOB TITLE: COORDINATOR OF ACADEMIC SERVICES/SPECIAL PROGRAMS

REPORTS TO: Assistant Superintendent/Associate Chief Academic Officer or designee

NATURE AND SCOPE OF JOB:

The Coordinator of Academic Services/Special Programs provides technical assistance in the implementation and evaluation of all activities related to Curriculum and Instruction and Special Programs specific to special education and bilingual educational programs, related services and initiatives, under the direction of the Assistant Superintendent/Associate Chief Academic Officer or designee. The Coordinator of Academic Services/Special Programs works collaboratively with the administrative and instructional staff and communicates effectively with district administration, teachers, parents, members of the community and colleagues.

QUALIFICATIONS:

The Coordinator of Academic Services/Special Programs shall:

1. Minimum of eight (8) years experience of program planning of mandated educational programs.
2. Have at least two (3) years experience in supporting PC based systems.
3. Have knowledge and experience in PC based software/hardware and system integration.
4. Hold other such credentials or alternatives to the above found to be acceptable equivalents.
5. Have excellent organizational, interpersonal and communication skills.
6. Have ability to handle and prioritize multiple tasks.
7. Have ability to analyze problems recommend and implement workable solutions.
8. Demonstrate excellent organizational skills and the ability to motivate people.
9. Demonstrate excellent verbal and written communication skills, including the ability to make presentations.
10. Knowledge of Access, Excel, Microsoft Word, Power Point and other data management and retrieval systems.
11. Able to use electronic tools such as spreadsheets and other project management tools.

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12. Perform such other job responsibilities as may be assigned by the Superintendent, Assistant Superintendent, Associate Chief Academic Office, or designee.
13. Have knowledge and experience in managing and supporting budget of state and federal grants.
14. Coordinates, maintains and manages paperwork and schedules for contractual services.
15. 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.
16. 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.
17. 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.
18. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
19. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

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. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Coordinator of Academic Services/Special Programs shall be employed under the following terms:

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1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Academic Services/Special Programs shall:

1. Be the support person for the programmatic functions of curricula matters such as course catalog, program inventory, program evaluation, and asset mapping.
2. Develop documents and communication for various requests, reports, and letters pertaining to state and federal grants.
3. Devise a structure for reporting and logging periodic measurement and evaluation of the success of the district's improvement plan in terms of the educational growth and achievement of students. (Subgroups: Special Education and English Language Learners).
4. Provides supervision and general project management for special requests for curriculum and instruction, bilingual, and special education to ensure appropriate follow of action items.
5. Collaborates with other team members in the planning and development of internal and external projects.
6. Organizes and maintains contracts, records, and other essential documents for efficient operation of curriculum and instruction and special programs.
7. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meeting in an effective and timely manner, and demonstrating respect for others.
8. Appropriately resolves administrative problems by monitoring workflow processes, noting trends, formulating projections and making recommendations based on thorough analysis of technical and/or legal issues facing the organization.
9. Develops and participates in developing standard operating policies and procedures for the office or department.
10. Gather all data needed for state and local audits as required of grants and compliance reports.

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11. Respond to information requests from the Superintendent, Deputy Superintendent, Local Instructional Superintendents, Assistant Superintendent of Academic Support Programs, Central Office Departments and individual schools.
12. Develop spreadsheets and databases as required.
13. Prepare presentation, PowerPoint and department reports as required.
14. Respond to inquiries about issues, program status or activities and provide reports as requested.
15. Attends and maintains records, minutes and information for the Curriculum Board subcommittee, Special Advisory Program and Steering Committee Meetings.
16. Work cooperatively with district departments and schools to implement QSAC requirements.
17. 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.

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.

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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/ Associate Chief Academic Officer or designee shall evaluate the Coordinator of Academic Services/ Special Programs 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

12-5-2014

Date