

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS- EDUCATIONAL 1720 Supervisor of International Baccalaureate & Accelerated Programs

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JOB TITLE: SUPERVISOR OF INTERNATIONAL BACCALAUREATE AND ACCELERATED PROGRAMS

SUPERVISES: IB, AP and Honors Teaching Staff

REPORTS TO: Assistant Superintendent of Academic Services/Special program

NATURE AND SCOPE OF JOB:

The Supervisor of International Baccalaureate & Accelerated Programs will be charged with the responsibility for the application for, and management of the International Baccalaureate & Accelerated Diploma Programme at International High School, the development of Budget and coordination of Advanced Placement and Honors courses.

QUALIFICATIONS:

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). Hold a standard instructional certification.
2. Hold a Master's Degree;
3. Have five (5) years excellent experience in teaching and working with adolescents;
4. Hold a Valid driver's license with no serious violations;
5. Have excellent integrity and demonstrate good moral character and initiative;
6. Demonstrate excellent organizational skills and ability to motivate people;
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, organization of the content field, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning;
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community;

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9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications;
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 disorderly person' 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 of teaching and administrative performance;
4. Official College Transcripts;

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5. Employment interview

EMPLOYMENT TERMS:

The International Baccalaureate & Accelerated Programs Supervisor shall be employed under the following terms:

1. Work year of ten months
2. Salary or hourly wage, benefits, and leave time as specified in the Corrective Bargaining Agreement
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.).

RESPONSIBILITIES/JOB DESCRIPTION

1. Support International Baccalaureate & Accelerated Program implementation, success and program evaluation process.
2. Complete International Baccalaureate in accordance with the requirements outlined by the IBO. Training will be outside of school hours, sometimes on weekends and possibly during summer months. Some training may involve travel to training programs.
3. Commitment to being a liaison between IBO and the District
4. Develop and implement professional development opportunities.
5. Commitment to articulating the mission and goals of the program to the school community
6. Work closely with Administration and Department Chair to coordinate service and activities

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7. Coordinate, participate in and sponsor after-school activities involving students, parents, colleagues and/or community stakeholders.
8. Develop and administer the budget for the Diploma Programme/Accelerated Programs.
9. Construct budgets that support new and existing programs.
10. Coordinate recruitment and selection of students
11. Coordinate recruitment and selection of teaching staff
12. Communicate with teachers and Department Chairs
13. Communicate with external agencies, community stakeholders and higher education intuitions
14. Communicate with students and parents
15. Provide opportunities for effective staff development that address the needs of the programme and needs of the staff, including professional literature, workshops, conferences, visitations, and sessions in which the staff share successful practices and strategies.
16. Ensure that the programme of CAS creativity, action and service is properly coordinated and implemented according to current IB requirements.
17. Monitors the alignment of curriculum and expansion of student access in the areas of advanced and rigorous course offerings related to Advanced Placement, online courses, IB and dual enrollment in institutions of higher learning.
18. Plans and conducts professional development to support the development and implementation of accelerated learning, intervention, and alterative learning programs. Researches and evaluates trends in accelerated learning, intervention, and alternative learning programs.

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19. Prepares and presents reports about programs related to accelerated programs to the Chief Academic Officer/Assistant Superintendent of Special Programs, Unit II Assistant Superintendent and High School Director.
20. Work cooperatively with directors, supervisors and grades 9-12 principals to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
21. Plan, organize, implement, supervise, coordinate, and evaluate programs in the Core Curriculum Content Standards that ensure that each student meets and exceeds the Standards. Leadership of the program will include:
 - Use of data to identify student and instructional goals
 - Vertical and horizontal articulation of skills and content sequence
 - Coordination among the core curriculum content areas
 - Evaluation and selection of instructional materials and equipment
 - Budget development and implementation
22. Provide leadership and coordination in the development of curriculum and the implementation of International Baccalaureate Programs, Dual Enrollment Honors, Advanced Placement courses and enrichment opportunities; evaluating the program and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
23. Implement and expand access to and success in accelerated programs that ensures qualitatively different instruction designed to meet these needs of learners through a combination of direct instruction, staff development activities, curricular consultation, and development of community resources, with an emphasis on integration with regular education, communication with parents, compliance with state guidelines, and continual program evaluation and development.
24. Foster the development of higher order thinking skills in all children through staff development activities, model instruction within regular education classrooms, and

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conjoint curricular planning with regular instructional staff to encourage students to define individual goals and accept the responsibility for learning.

25. Provide opportunities for effective staff development that address the needs of the instructional programs, including workshops, conferences, visitations, demonstration lessons, and sessions in which the staff shares successful strategies and practices.
26. Maintain communication with content supervisors to ensure consistency of best practices district-wide.
27. Evaluate existing programs to determine if program goals are being met.
28. Plan and assist in the retrieval, summarization, and analysis of all required reports.
29. Coordinate the selection and develop budget instructional materials and ordering process for International Baccalaureate, Dual Enrollments, Honors and Advanced Placements courses.

PHYSICAL DEMANDS:

The physical demands describe 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 ability to focus vision.

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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 Academic Programs or designee shall evaluate the International Baccalaureate Supervisor in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

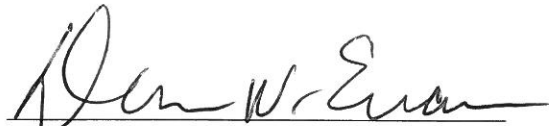
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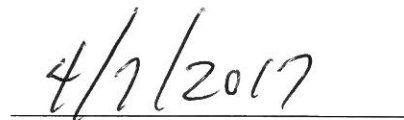
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Approved


Date