

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

STUDENT ATTENDANCE
1836 – Supervisor of Non-Traditional
Programs/Culture and Climate for
Attendance

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JOB TITLE: Supervisor of Non-Traditional Programs/Culture and Climate for Attendance

REPORTS TO: Chief of Staff or designee

NATURE AND SCOPE OF JOB:

The Supervisor of Non-Traditional Programs/Culture and Climate for Attendance will implement the District and State policies and procedures on student attendance to achieve the district's vision of students being in school daily. The Supervisor will use a centralized data driven inquiry approach in collaboration with the MIS department and the use of Infinite Campus to identify attendance trends, strategies, and interventions. In conjunction with the Director, the Supervisor will analyze data and work with district administration, internal departments, district attendance review committees, building administrators, school site student support committees (within PBSIS and SIP plan teams) and the community to cultivate collaborative relationships that will reduce absenteeism and achieve the districts' average daily attendance percentage. Supervisor will monitor daily student attendance, truancy, drop-out prevention, and develop strategies and interventions tailored to meeting the needs of the district and schools individually.

QUALIFICATIONS:

The Supervisor of Non-Traditional Programs/ Culture and Climate for Attendance shall:

1. Hold a Bachelor's Degree from an accredited college or university
2. Have experience working in a multicultural/urban environment.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent administrative skills.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of student discipline, attendance, truancy, and dropout prevention.
8. Exhibit a personality that demonstrates enthusiasm and the 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 a disorderly person's 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 and observations of teaching performance.
 4. Official College Transcripts.
 5. Employment interview.
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EMPLOYMENT TERMS:

Supervisor of Non-Traditional Programs/ Culture and Climate for Attendance shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time 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 Non-Traditional Programs/ Culture and Climate for Attendance shall:

1. Supervise and coordinate Senior Specialist and Field Chronic Absenteeism Specialists on attendance data, interventions, and strategies that facilitate the needs of schools, parents, and students.
2. Maintain committee membership of the District Chronic Absenteeism Task Force.
3. Participate in School based Attendance Review Committee meetings, Division of Children Protection and Permanency meetings, and resource agency meetings to establish further assistance and supports for students and families.
4. Assume coordination of District–Wide programs relating to student attendance, truancy, dropout prevention, and student discipline.
5. Review and assess student attendance; truancy and dropout data, to identify trends and recommend tailored interventions and strategies to improve attendance district-wide.
6. Appear in truancy court to enforce state laws and mandates on compulsory education.
7. Attend regular meetings, required staff meetings and serve, as appropriate, on staff committees, and other designated meetings as needed.
8. Develop interventions and strategies that improve attendance, instructional time, and family involvement.
9. Assist in coordination of district –wide programs and campaigns that reflect student attendance toward improving truancy, dropout prevention, and student discipline.

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10. Assist in developing professional development on attendance interventions and strategies.
11. Work with Director to create or enhance partnerships and collaboration with community and state agencies to provide services to students and families that may be affecting their attendance.
12. In conjunction with the Legal department, represent the District in all student truancy cases before the Paterson Municipal Court.
13. Assist in collaboration with Principals or School attendance designee to develop interventions and strategies needed to improve student daily attendance.
14. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
15. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Non-Traditional Programs.
16. 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.

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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 Chief of Staff or Designee shall evaluate the Supervisor 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


Date