

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **SUPERINTENDENT'S OFFICE**

**1872 Executive Supervisor to the Superintendent for Special**

**Projects**

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### **REVISED**

**JOB TITLE:** Executive Supervisor to the Superintendent for Special Projects

**REPORTS TO:** Superintendent

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

The Executive Supervisor to the Superintendent for Special Projects provides direct support and assistance to the Superintendent in the management and leadership of the school district and all related duties and responsibilities. Support and assistance includes, but is not limited to: managing specific projects/ activities, research and collect data on specific needs addressing school and operational matters to support the daily operations of the district. Disseminating or collecting information to or from all appropriate internal and external stakeholders.

### **QUALIFICATIONS:**

The Executive Supervisor to the Superintendent for Special Projects shall:

1. Have a Bachelor's degree from an accredited college or university.
2. Hold a valid driver's license with no serious violations.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate.
4. Have experience in the conduct of staff, curriculum, and program development activities.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to work with diverse populations; bilingual preferred.
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

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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 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.
4. Official college transcripts if appropriate.
5. Employment interview

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#### **EMPLOYMENT TERMS:**

The Executive Supervisor to the Superintendent for Special Projects shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, stipends, and overtime, benefits and leave time as specified in Collective Bargaining Agreements (if appropriate) or as determined by the Superintendent.
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:**

1. Assist the Superintendent in the general administrative operations of the school district.
2. Prepare reports for the Superintendent as requested.
3. Assist in the development of district wide initiatives.
4. Research current educational initiatives in collaboration with the Superintendent, Assistant Superintendents and/or designee.
5. Provides supervision and general project management for special requests made to the Office of the Superintendent and assure appropriate follow thru of action items.
6. Place or make return calls on behalf of the Superintendent (including e-mail responses and letters of acknowledgement).
7. Prepare materials and word documents for the Superintendent to use in meetings, workshops, community forums, or in other venues.
8. Prepare Board of Education Actions and justifications for district initiatives which support goals and objectives of schools.
9. Work cooperatively with district departments and schools to implement QSAC requirements.
10. Schedule appointments as appropriate.
11. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
12. Attend required staff meetings and serve on staff committees as appropriate.
13. Assist the Superintendent in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating presentations, copying, collating, and transmitting or distributing final products.
14. Attend community meetings when requested.
15. Perform confidential tasks of a varied nature, some of which may be unique to the Superintendent's office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
16. Be responsible for compilation of documents needed for collective negotiations.
17. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.

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18. Demonstrate willingness to ensure coverage as needed for the Superintendent's office.
19. Handle and process mail and correspondence of the office, responding to routine requests for information, word processing, and proofing letters and responses for the Superintendent, Board of Education members, and others at the approval of the Superintendent.
20. Ensure that all communications from the office meet proper written and oral English standards.
21. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
22. Maintain an efficient and well organized electronic and paper data collection and filing system, including confidential files.
23. Create forms, compile and organize data necessary for the efficient operation of the office, as well as the completion of required district and State data collections, for the Superintendent.
24. Arrange meeting details, prepare agendas and materials, and handle follow-up activities for the Superintendent.
25. Update district policies, bylaws and regulations set forth by the Superintendent and Board of Education and distribute to district staff.
26. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
27. Supervise hourly or part time clerical assistants assigned to the office.
28. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
29. Recommend to the Superintendent improvements needed in office procedures or operations.
30. Communicate to the Superintendent any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
31. Assist the Superintendent in handling interruptions and emergencies.
32. Work cooperatively with staff in other offices with the completion of large or time-sensitive projects or emergencies.
33. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
34. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
35. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
36. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.

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37. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
38. 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.
39. Perform other tasks and assume other responsibilities as the Superintendent or designee may assign, 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.

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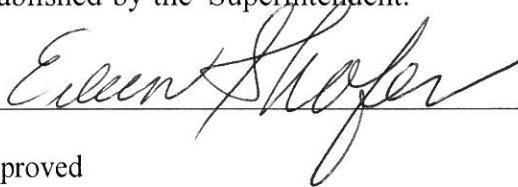
## ENVIRONMENTAL DEMANDS:

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 Superintendent or designee shall evaluate the Executive Supervisor to the Superintendent for Special Projects in accordance with this job description and such other criteria as shall be established by the Superintendent.

  
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Approved

7/24/19  
Date