

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**SUPERVISORS – EDUCATIONAL
5037 – Supervisor of College and
Career Readiness**

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JOB TITLE: SUPERVISOR OF COLLEGE AND CAREER READINESS

REPORTS TO: ASSOCIATE CHIEF ACADEMIC OFFICER

NATURE AND SCOPE OF JOB:

The Supervisor of College and Career Readiness oversees the development, implementation, assessment, evaluation and continuous improvement of programs in the High Schools intended to increase student achievement and access to post-secondary and employment opportunities especially through the Career and Technical Education (CTE) programs. The Supervisor of College and Career Readiness facilitates the development, coordination, review and revision of all High School Curriculum especially the CTE curriculum; supports district initiatives; assists in the hiring, supervision and evaluation of teachers in curriculum implementation; analyzes district and school level achievement data; assesses and evaluates CTE development; promotes participation of stakeholders and partnerships.

QUALIFICATIONS:

The Supervisor of College and Career Readiness 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 teaching and/or supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6) in the respective field preferred.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (years of successful teaching experience and two (2) years excellent administrative experience as a Supervisor, Director, Principal, or Vice Principal.
4. Hold other such credentials or alternatives to the above found to be acceptable equivalents.
5. Demonstrate management, problem solving, and organizational skills.

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6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate ability of program planning and ability to establish and manage budgets.
8. Demonstrate knowledge and understanding of curriculum and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Demonstration knowledge of proven best practices in education, especially in relation to high school populations.
10. Knowledge of national, state and district educational trends and goals.
11. Knowledge of effective school concepts and principles.
12. Hold a valid driver's license with no serious violations.
13. 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.
14. 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.

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15. 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.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. 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. Official college Transcripts.
3. Required documentation outlined in the qualifications above.
4. 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.
5. Employment interview.

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EMPLOYMENT TERMS:

The Supervisor of College and Career Readiness 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 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 College and Career Readiness shall:

1. Meet regularly with Assistant Superintendent, Associate Chief Academic Officer, Director of NCLB/Federal Programs, Director of Guidance, Director of High Schools, principals, administrators, teachers and other staff to determine program and personnel needs
2. Develop courses and programs at the high school level that are focused on increasing coursework rigor and pathways in careers, colleges, and universities
3. Create and refine CTE courses aligned to high school academy pathways to implement plans and ensure quality and sustainability
4. Ensure all CTE programs and/or CTE programs of study comply with all provisions of the Perkins IV; P.L.109-270, N.J.S.A 18A:54, and N.J.A.C. Title 6A:19.
5. Create and refine 8th grade transitions and bridge programs

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6. Coordinate program offerings with local community and technical colleges, universities and trade schools to increase student access to college credits and career certifications
7. Develop partnerships with local businesses and colleges, universities and trade schools
8. Develop and maintain relationships with partners to provide students the opportunity for shadowing and to be mentored
9. Coordinate the Industry certification process for CTE programs for college credits
10. Create, facilitate, and meet regularly with advisory board of local businesses and post-secondary representatives
11. Engage in marketing and awareness activities of CTE programs
12. Coordinate professional development activities for Career and Technical Education teachers
13. Observe classroom instruction and give feedback to administration in curriculum implementation and instructional strategies
14. Provide teachers with professional development opportunities to understand standards, analyze student data, content area knowledge, and alignment of math and literacy common core state standards in instructional practice
15. Assist teachers in implementing curriculum, instructional strategies and assessment
16. Assist building administrators in recruitment, hiring and retaining qualified teachers and CTE teachers

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17. Stay informed of current research and changes in state mandates related to High School Reform and CTE
18. Regularly attend CTE meetings and conferences at the appropriate local, regional, state, and civic organizations to further the cause of career and technical education
19. Work with the appropriate local, regional, state, and civic organizations to further the cause of career and technical education
20. Coordinate in reporting to the New Jersey Department of Education for all CTE programs and activities

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.

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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.

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.

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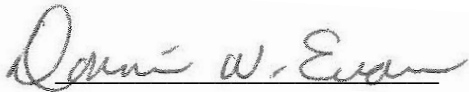
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EVALUATION:

The Associate Chief Academic Officer shall evaluate the Supervisor of College and Career Readiness in accordance with Policy Nos. 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

8-18-2015

Date