

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERINTENDENT'S OFFICE
0000 Executive Director of Compliance
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JOB TITLE: EXECUTIVE DIRECTOR OF COMPLIANCE

REPORTS TO: The Deputy Superintendent

SUPERVISES: Principals on Assignment

NATURE AND SCOPE OF JOB:

The Executive Director of Compliance works cooperatively with the Deputy Superintendent to assure all school operation systems are compliant with District, State, County and Federal requirements. The Executive Director of Compliance will organize a team of administrators to guarantee that consistent support to school administrators is provided based on individual building needs. The Executive Director of Compliance will create a structure to assign specific roles and tasks based on a yearly schedule of identified school level reports. In addition, the Executive Director of Compliance will include the team of Central Office Administrators in assisting with data upkeep necessary to comply with the new teacher evaluation process. This team led by the Executive Director of Compliance will be responsible to provide other support services which may include following up with facilities' requests, and parental concerns. The Executive Director of Compliance will assure that academic expertise in the areas of Mathematics and Science are available upon request of the Deputy Superintendent for both Principals and teachers.

QUALIFICATIONS:

The Executive Director of Compliance shall:

1. Hold a School Administrator's Certificate and Principal's Certificate in accordance with the requirements of N.J.S.A. 18A:26-2 et seq. and 27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Hold a Master's degree from an accredited institution (College or University).
3. Minimum three (3) years successful experience as School Administrator/Principal.
4. Have successful experience with school and District organizational practices including compliance reporting.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have experience in County, State and Federal reporting requirements and timelines.
7. Demonstrate excellent organizational skills and the ability to motivate people.

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8. Demonstrate an understanding of federal, state, and local requirements regarding leadership programs (safety, health, bullying, effective schools, data/results driven leadership, etc.).
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
12. 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.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, 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.
14. 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.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or supervisory performance.
3. Official College Transcripts.
4. Employment interview.

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EMPLOYMENT TERMS:

The Executive Director of Compliance shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the contract.
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:

The Executive Director of Compliance shall:

1. Develop processes and procedures for building leaders to assist them with compliance for all District, County, State and Federal reports.
2. Create, facilitate, monitor, and evaluate school level compliance reporting to have processes and procedures that have a strong Central Office support.
3. Review all District, County, State and Federal reports to ensure accuracy and timely submission.
4. Assign components of District, County, State and Federal reports to various team members to collaborate with school administrators to assure all reports are accurate and adhere to set timelines.
5. Construct, draft, and edit all reports prior to submission for accuracy.
6. Collaborate with members of the team and work with Central Office staff to assure all data and information is precise and submitted on time for each project/report.
7. Evaluate team members according to District timelines.
8. Provide support for Content Area expertise in Mathematics and Science to develop both building leaders and staff in becoming proficient and highly proficient in these content areas at the request of the Deputy Superintendent and Assistant Superintendents of School Administration.
9. Organize and schedule the Principals on Assignment team in the execution of School Based Compliance reports.

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10. Perform other tasks and assume other responsibilities as the Deputy Superintendent may assign.
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, as appropriate, on staff committees.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
15. 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.

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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 Deputy Superintendent of Schools shall evaluate the Executive Director of Compliance 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

11/18/13
Date