

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**TEACHERS**  
**3070 Teacher Coordinator of**  
**Operations**  
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### REVISED

**JOB TITLE: TEACHER COORDINATOR OF OPERATIONS**

**REPORTS TO: Cabinet level administrator or designee**

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

The Teacher Coordinator of Operations will provide support to district projects and school operations as assigned by a cabinet level administrator or their designee. The Teacher Coordinator of Operations will also coordinate the analysis of student performance and student effectiveness data and provide a diagnostic and prescriptive measure curriculum and professional development programs.

#### **QUALIFICATIONS:**

The School Teacher Coordinator of Operations shall:

1. Hold a New Jersey Standard Instructional Certificate (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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8. Demonstrate the ability to provide leadership.
9. Have excellent communication and interpersonal skills.
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, or, 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. College Transcripts.
5. Employment interview.

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#### **EMPLOYMENT TERMS:**

The Teacher Coordinator of Operations 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 Collective 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.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Teacher Coordinator of Operations shall:

1. Assist District administration in conducting needs assessments, develop improvement plans, coordinate program initiatives, and evaluate student proficiency and program effectiveness.
2. Communicate performance data, improvement plans, and program activities to school staff, students, and parent.
3. Provide professional development in the implementation of the respective curriculum within the program framework established by the District.
4. Develop understanding and proficiency in the alignment of curriculum with New Jersey Core Curriculum Content Standards, the Common Core, implementation of performance benchmarks, authentic assessment, diagnostic-prescriptive instruction, inclusion of special education and bilingual students in uninterrupted literacy blocks, and the differentiation of expectations, materials, and assignments within learning centers.
5. Develop a working knowledge of statistics for data analysis.
6. Develop computer fluency to facilitate data analysis and reporting and support teachers in the utilization of instructional technology.
7. Assist District administration in the development of monitoring forms and procedures, performance reports, and the annual school report card.

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8. Collect and analyze data to determine areas of need and assist in providing support in school improvement planning.
9. Perform any duties that are within the scope of employment and certifications, as assigned by a Cabinet level administrator or designee, and not otherwise prohibited by law or regulation.
10. 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.
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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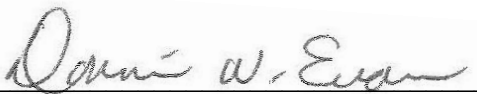
### ENVIRONMENTAL DEMANDS:

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 Cabinet level administrator or designee shall evaluate the Teacher Coordinator of Operations in accordance with Policy Nos. 3221 or 3222; Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established the Board of Education.



Approved

7-1-2013

Date