

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISOR/DEPARTMENT HEAD

3103 Department Head (Secondary)

School-Within-A-School

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JOB TITLE: SUPERVISOR (SECONDARY) School Within-A-School

School of Business, Technology, Marketing, and Finance

School of Science, Technology, Engineering, and Mathematics (STEM)

School of Education and Training

School of Architecture and Construction Trades

REPORTS TO: High School Principal

SUPERVISES: Students and staff assigned to the department

NATURE AND SCOPE OF JOB:

Assumes the educational leadership and supervision for the assigned department to ensure that students are supervised in a safe learning environment and provided instruction that meets and exceeds the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Supervisor of a School Within-A-School (Secondary) works collaboratively with the Director to lead and nurture members of the school staff and to communicate effectively with parents, and members of the community. Inherent in the position are the responsibilities for planning, coordination, curriculum development, program evaluation, personnel management, financial management, and resource scheduling, staff observations and staff evaluations.

QUALIFICATIONS:

The Supervisor (Secondary) shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:26-2 et seq., and 27.2, and N.J.A.C. Title 6 Chapter 11 with a supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6). Hold a standard teaching certificate in content area to be supervised.
2. Have five (5) years excellent experience in teaching and working with adolescents.
3. Life experiences and strong background in the content area theme: School of Business, Technology, Marketing, and Finance, School of Science, Technology,

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Engineering, and Mathematics (STEM), School of Education and Training, and the School of Architecture and Construction Trades.

4. Hold a valid driver's license with no serious violations.
5. Demonstrate excellent organizational skills and ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, organization of the content field, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Demonstrate ability and knowledge of staff evaluation process.
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. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons' 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.

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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.
5. Copies of recent evaluations and observations of teaching and/or supervisory performance.
6. Employment interview.

EMPLOYMENT TERMS:

The Supervisor shall be employed under the following terms:

1. Work year of twelve months and required additional days per Paterson Administrations Contract.
2. Salary, 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 Supervisor (Secondary) shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the department consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, program evaluation, financial and resources management, substitute coverage, personnel management, schedules of classes and tests, and community relations.
3. Ensure compliance with all laws, administrative codes, Board policies and regulations including Affirmative Action mandates.

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4. Lead a planning process to ensure the development, implementation, and evaluation of department programs and activities.
5. Evaluate and monitor all curricula of the department, developing and modifying when appropriate to ensure that the curricula assists teachers with instruction that meets and exceeds the Core Curriculum Content Standards.
6. Prepare and regularly review proficiency sheets for high school courses as required.
7. Lead the Middle States Self Study procedures and monitor progress on all recommendations.
8. Recommend personnel, courses, and number of sections so that a master schedule for instructional programs is established, ensuring sequential learning experiences for students consistent with the district and school's philosophy, mission statement, instructional goals and school level objectives.
9. Use the State Frameworks and approved curricula so that each student meets and exceeds the Core Curriculum Content Standards.
10. Supervise the instructional programs of the department, evaluating lesson plans and tests, and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
11. Develop with individual staff members a Professional Improvement Plan (PIP).
12. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity. Ensure that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.
13. Inform the Director of difficulties that the staff is experiencing.
14. Establish procedures for evaluation and selection of textbooks, instructional materials and equipment, approving all recommendations to the Director.
15. Research, and collect data regarding the needs of students, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs.
16. Establish a professional rapport with students and with staff that earns their respect.

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17. Inform the Guidance Department of students that may be experiencing difficulty and assist in providing additional services.
18. Supervise all certificated and non-certificated personnel assigned to the department to ensure that all job responsibilities are met and exceeded.
19. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
20. Recommend to the Director the renewal, dismissal, withholding of increment, promotion or other actions for personnel assigned to the department, following established procedures and timelines.
21. Recommend to the Director personnel to fill vacant positions in the department, following district recruitment and selection procedures. Assist new teachers in the department with school and department procedures.
22. Provide opportunities for effective staff development that addresses the needs of the instructional program and needs of the staff, including professional literature, workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
23. Encourage the use of the Library Media Center and the use of a variety of instructional materials and resources.
24. Work closely with all administrators to coordinate services and activities.
25. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
26. Organize and maintain a public relations system for the department that consistently celebrates and informs parents and the community of the accomplishments of students, staff and the school.
27. Provide regular opportunities for students to celebrate success in instructional programs and extra-curricular activities.
28. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
29. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

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30. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Answer correspondence promptly.
32. Assist with the closing of school at vacation times and at the end of the year.
33. Communicate with the Director regularly about the needs, successes, and general operation of the department.
34. Represent the school and district at community, state, and professional meetings.
35. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
36. Serve as a role model for other teachers, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
37. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
38. Attend required staff meetings and serve, as appropriate, on staff committees.
39. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
40. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
41. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
42. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
43. Recommend to the Director the supplies and equipment needed to support instruction and assist with ordering, following established procedures.

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44. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
45. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
46. 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.

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.

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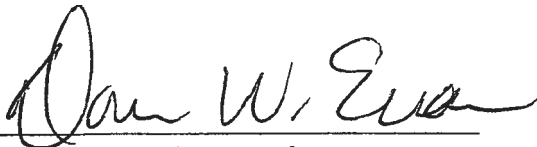
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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical 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 Director shall evaluate the Supervisor (Secondary) in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

3/11/11

Date