

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**SUPERVISORS – EDUCATION**  
**4745 Supervisor of Student Support Services K-12**  
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**JOB TITLE:** Supervisor of Student Support Services (K-12)

**REPORTS TO:** Director of Guidance, Assistant Superintendent and/or designee

**SUPERVISES:** Social Emotional Learning (SEL) Team & Student Assistance Coordinators

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

Plans, implements, supervises, and evaluates a comprehensive student support program to ensure that all students develop the social and emotional skills needed for success and are free of substance abuse and behavioral or mental health issues. In collaboration with other staff, the position will supervise the development, implementation, and evaluation of a comprehensive approach to providing student services to ensure their wellbeing. The Supervisor's responsibilities will include staff development, staff evaluation, curriculum development, counseling/social emotional practices/intervention/treatment services, student outreach and coordination of community/school programs and services, while maintaining compliance with federal and state law.

### **QUALIFICATIONS:**

The Supervisor of Student Support Services shall:

1. Hold a valid New Jersey supervisor's 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 a student assistance or substance awareness coordinator endorsement (N.J.A.C. 6:11-11.5) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Have at least (5) five years of experience as a Teacher, Counselor, Student Assistance Coordinator or a Supervisor/Administrator.
3. Hold a Master's Degree from an accredited college or university.
4. New Jersey therapeutic licensed experience preferred (LAC, LPC, LCSW, LCADC).
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent experience working with children, adolescents, and adults. Demonstrate the ability to listen well to need and concerns.
7. Demonstrate knowledge and understanding of the components of a comprehensive social and emotional learning program, substance awareness program, child growth

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and development, behavioral and mental health, substance use assessment, and the resources available in the school and community to assist students.

8. Familiarity and understanding of the 2021 enacted New Jersey legislation laws of medical and recreational marijuana.
9. Familiarity and understanding of the clinical diagnoses in the Diagnostic and Statistical Manual of Mental Disorders, 5<sup>th</sup> Edition (DSM-5), and current trends in youth mental health concerns.
10. Have excellent integrity and demonstrate good morals, character and initiative.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate ability to utilize Google Workplace for Education.
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 the individual has not been convicted of a crime or a disorderly person offense in accordance with 18A:6-7.1
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 alternatives to the above qualifications as the Superintendent may find 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, or copies of recent evaluations and observations of teaching and guidance performance
4. Official College Transcripts
5. Employment interview

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### EMPLOYMENT TERMS:

The Supervisor of Student Support Services shall be employed under the following terms:

1. Work year of twelve 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 Supervisor of Student Support Services shall:

1. Establish high standards and expectations for the school community with regards to Social Emotional Learning, students' academic performance, student services and responsibility for mature behavior.
2. Assist in the supervision and evaluation of the SEL team members and Student Assistance Coordinators.
3. Plan, implement, and evaluate a comprehensive student support services program in accordance with N.J.S.A. 18A:40A-1 et seq. that includes:
  - Staff development of Student Assistance Coordinators and SEL Team members concerning substance abuse issues, social emotional learning practices and the district's programs and services
  - Curriculum development and revision
  - Instructional programs
  - Coordinated counseling, intervention, and treatment services
  - Policy and procedures to address substance use by students



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4. Assist the K-12 instructional and supervisory staff with the planning and implementing of sequential and comprehensive instructional program to address the Comprehensive Health and Physical Education New Jersey Student Learning Standards and other curriculum guidelines developed by the State.
5. Plan, organize, supervise, and evaluate a comprehensive staff development program that addresses issues of substance use, indicators of use, responsibilities of the staff, intervention strategies, and the procedures and services of the district and the community. (N.J.S.A. 18A:40A-15). Included in the on-going staff development shall also be programs for teachers teaching substance abuse curriculum (N.J.S.A. 18A:40A-3) and addressing mental health concerns.
6. Plan, organize, supervise, and evaluate comprehensive parent education and outreach programs following the guidelines of the State and district (N.J.S.A. 18A:40A-16 et seq.).
7. Lead the continuous improvement of an SEL strategic plan aligned to the District's vision and best practices from the SEL field and progress monitor its implementation.
8. Collect and analyze data regarding substance use and mental health referrals of students, the effectiveness of the programs and services of the district, and the need for new programs or modifications to existing programs. Share results with appropriate staff and use the information to make recommendations.
9. Provides coordination and oversight to school-based mental health crisis teams and co-chair the District Crisis Team.
10. Assists in the development, coordination and delivery of school-wide mental health and wellness interventions, programs, and trainings.
11. Report out on district student substance abuse & SEL data to Superintendent, Cabinet, and Board of Education members (at least bi-annually if not more often).
12. Plan, organize, supervise, and evaluate a program for identifying and assisting students at high risk for use and addiction, particularly those with a family history of use.
13. Plan, organize, supervise, and evaluate comprehensive student assistance counseling, crisis intervention and treatment services, coordinated among the schools and community resources. The services shall include identification, assessment, individual and group counseling, support groups, referrals to other agencies and services, and aftercare support.
14. Oversee district policies related to SEL and educational equity.

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15. Partner with district administration and building leaders to align SEL goals to district priorities and ensure a cohesive approach to addressing students' and staffs' SEL and developmental needs are recognized and addressed.
16. Provides consultation for school and district staff regarding substance abuse and social, emotional and mental health concerns in alignment with district policies and protocols.
17. Coordinate the process and procedures for reporting, examining, and treating students suspected of use, and ensure that they are in compliance with statute and code (N.J.S.A. 18A:40A-12).
18. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law (N.J.S.A. 18A:40A-7.1)
19. Assist in the recruitment, interviewing and recommending of Student Assistance Coordinators and SEL team members.
20. Participate in orientation of new staff members and plan orientation for new school Student Assistance Coordinators and SEL team members.
21. Provide feedback to building administrators for the evaluation of assigned student assistance coordinators and SEL team members.
22. Cooperate with juvenile justice officials when necessary, in providing information and rendering substance use treatment services, following district and State policies and the Memorandum of Agreement between Education and Law Enforcement Officials.
23. Work closely with other school personnel to prevent students from dropping out of school, particularly those with substance use and behavioral/mental health issues and assist with finding alternative programs.
24. Coordinate school community resources when needed to assist student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, SEL team members and others.
25. Prepare grant and other applications as requested.
26. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
27. Attend required staff meetings and serve, as appropriate, on staff committees.
28. Prepare, submit and manage an annual budget for the departments under your purview in accordance with the district business office.



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29. Summarize, interpret, and disseminate current developments in the substance use and counseling fields, SEL practices, through reading of professional journals, participation in professional development, and involvement in professional organizations.
30. Perform any duties that are within the scope of employment and certifications, as assigned by the District Superintendent and/or designees and not otherwise prohibited by law or regulation.
31. 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 this staff member shall:

1. Use strength to lift items needed to perform the function 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.

1. Exposure to a variety of childhood and adult diseases and illnesses.

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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.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Assistant Superintendent or the Director of Guidance shall evaluate the Supervisor of Student Support Services K-12 in accordance with Policy No. 3223, and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
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Approved

10/21/21  
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Date