

**UNION TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: **10 Month Supervisor**

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

REPORTS TO: Assistant Superintendent

JOB GOAL:

To assist teachers in providing an approved education program and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships among parents and other staff members.

PERFORMANCE RESPONSIBILITIES

1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
4. Coordinates and assists certified staff in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
5. Coordinates and assists certified staff in their efforts maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
6. Coordinates and assists certified staff in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
7. Coordinates and assists certified staff in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Coordinate and assists certified staff in their efforts to budget class time effectively.
9. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

11. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.
12. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through inservice education and other professional growth activities.
13. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
14. Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to ascertain facts and make reports.
16. Continues to teach classes as assigned but with a reduced schedule in order to allow time for coordination and assistance to other certified staff.
17. Chairs certified staff meetings and portions of meetings on curriculum and operations, as assigned, serving in the stance of "PRIMUS INTER PARES" "First among equals" at such meetings.
18. Assists the building principal and district superintendent in assembling materials for reports, state required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
19. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
20. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.
21. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State and the provisions of the board's policy on evaluation.

Approved by: Township of Union Board of Education

Date:

Reviewed and agreed by:

Date:

LEGAL REFERENCES:

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| <u>N.J.S.A.</u> 7F | Comprehensive Educational Improvement and Financing Act |
| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A.</u> 18A:6-10 | Dismissal and reduction in compensation of persons under tenure in public school system |
| <u>N.J.S.A.</u> 18A: 16-2 | Physical examinations; requirement |
| <u>N.J.S.A.</u> 18A:25-2 | Authority over pupils |
| <u>N.J.S.A.</u> 18A:25-4 | School register, keeping |
| <u>N.J.S.A.</u> 18A:26-1 | Citizenship of teachers, etc |
| <u>N.J.S.A.</u> 18A:26-1.1 | Residence requirement prohibited |
| <u>N.J.S.A.</u> 18A:26-2 | Certificates required, exception |
| <u>N.J.S.A.</u> 18A: 27 | Employment and contracts |
| <u>N.J.S.A.</u> 18A:28-3 | No tenure for noncitizens |
| <u>N.J.S.A.</u> 18A:28-5 | Tenure of teaching staff members |
| <u>N.J.A.C.</u> 18A:37 | Discipline of pupils |

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| <u>N.J.A.C. 6A:7</u> | Managing for equality and education in education |
| <u>N.J.A.C. 6A:8</u> | Standards and assessment |
| <u>N.J.A.C. 6A:9</u> | Professional licensure and standards |
| See particularly: | |
| <u>N.J.A.C. 6A: 9-3.3</u> | Professional standards for teachers |
| <u>N.J.A.C. 6A: 9-5</u> | General certification policies |
| <u>N.J.A.C. 6A: 9-8</u> | Requirements for instructional certificate |
| <u>N.J.A.C. 6A: 9-9.1</u> | Authorizations-general |
| <u>N.J.A.C. 6A: 9-9.2</u> | Endorsements and authorizations |
| <u>N.J.A.C. 6A: 9-15</u> | Employment and supervision of teaching staff |
| <u>N.J.A.C. 6A:16</u> | Programs to support student development |
| <u>N.J.A.C. 6A:32-4 et seq.</u> | Employment and supervision of teaching staff |
| See particularly: | |
| <u>N.J.A.C. 6A: 32-4.1</u> | Employment of teaching staff |
| <u>N.J.A.C. 6A:32-4.2</u> | Full-time employment of teachers |
| <u>N.J.A.C. 6A:32-4.4</u> | Evaluation of tenured teaching staff |
| <u>N.J.A.C. 6A:32-5.1</u> | Standards for determining seniority |
| <u>N.J.A.C. 6A:32-6 et seq.</u> | School employee physical examinations |
| <u>N.J.A.C. 6A:32-7 et seq.</u> | Student records |
| <u>N.J.A.C. 6A:32-8 et seq.</u> | Student attendance and accounting |
| <u>Immigration Reform and Control Act of 1986, 8 U.S.C.A 110 et seq.</u> | |
| <u>No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A 6301 et seq.</u> | |

**UNION TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: 12 Month Supervisor

QUALIFICATIONS:

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2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

REPORTS TO: Assistant Superintendent

JOB GOAL:

To assist teachers in providing an approved education program and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships among parents and other staff members.

PERFORMANCE RESPONSIBILITIES

1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
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 18. Assists the building principal and district superintendent in assembling materials for reports, state required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
 19. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
 20. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.
 21. Performs other duties within the scope of his/her employment and certification as may be assigned.
 22. Responsible for the following NCLB duties:
 - State report responsibilities
 - Performance Report-on or about January 15
 - Comparability Report-on or about November 15
 - NCLB Application including required meetings, carry-over application and final reports for all titles-NJDOE dictates deadline dates(NCLB on or about September)
 - ****timelines subject to change****
- **Upcoming training July 9th or July 25th**
 - Non-Public Collaboration
 - Once individual building allocations are calculated meet with principals regarding program and allocated funds
 - Refusal of Funds Forms-Office at Kawameeh
 - Affirmation of Collaboration Forms to be completed
 - St. Michael's and Holy Spirit contacted regarding Title IIA
 - FY14 Budget Details-ASAP
 - Ideally the budget needs to be entered into Systems 3000 for purchases by October BOE
 - Reserves need to be allocated
 - Title I-building principal/coordinator complete
 - Title IIA-LA/Math Supervisors/NCLB coordinator complete
 - Title III - Yvonne Lorenzo/NCLB coordinator complete
 - FY14 Individual Building allocation based on 12-13 ASSA report
 - Arlene Lombardi supplies copy of ASSA
 - Free/Reduced Lunch Info to determine allocations to schools
 - FY14 Needs Assessment-Completed in Office at Kawameeh in file
 - Priority Problems/Programs on EWEG reflect the Needs Assessment
 - EWEG
 - <http://homeroom.state.nj.us/>
 - Manny will create a PASSWORD/USER ID

- Create Application
- Open Application
- Create Amendment
- Review
- Payments
- FY14 District Program/Activity Plan Development -Completed in EWEG
 - Performance Measurements
 - Lists of programs
 - Analysis of Data
 - You can review past years through EWEG
- Board Approval
 - Acceptance of Funds-August/September
 - Submission of grant/amendments
 - Staff –September
- Required Letters
 - Parent Right To Know-By Sept 15
 - Home-School Compact-By Sept 15
 - Parent Policy-By January 2014

TERMS OF EMPLOYMENT: Work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State and the provisions of the board’s policy on evaluation.

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