

# TOWNSHIP OF UNION PUBLIC SCHOOLS

## JOB DESCRIPTION

**Title: Director of Special Projects**

**District Communication, Grants and Media Services/G&T and Computer Teachers**

**QUALIFICATIONS:**

- Must possess N.J. Administrators Certificate - Principal or Chief School Administrator
- Demonstrates expertise in NJDOE reporting system NJSMART
- Demonstrate knowledge and support district technology system
- Ability to read, analyze and interpret student data
- Must possess the ability to present information in writing and verbally to central office, faculty, public groups, and the Board of Education
- Ability to respond to parent inquiries and questions regarding student information system
- Provide communication to public on district initiatives and website updates
- Knowledge of teacher evaluation system and best practices for instruction
- Such qualifications of academic, professional and personal excellence as Township of Union Board of Education may specify

**REPORTS TO:** Superintendent of Schools/Assistant Superintendent

**JOB GOALS:** To assist administration and work collaboratively with the human resources, business office and academic supervisors to coordinate all district data and develop a process for communicating critical data to all affected departments. Create, manage, and disperse all information required for the Student Information System, NJDOE state and federal reports, standardized testing uploads and programs, district evaluation uploads and NJSMART management system. Research, write and submit grant applications for district funding. Provide professional development for various technology programs utilized by district personnel. Manage district websites and district database. Evaluate and supervise district library, media clerks gifted and talented and computer teachers. Perform additional evaluations assigned by the superintendent to certified staff members. Any other duties assigned by the superintendent or designee.

**Supervises:** District librarians, Gifted and Talented Computer teachers and library clerks

**PERFORMANCE AND RESPONSIBILITIES:**

- Coordinate district data collection as required from various sources for review and analysis for district personnel

- Manage and disperse district information required for NJDOE reporting, NJ SMART submissions, teacher and administer evaluations, district testing upload/programs, and Student Information System information
- Provide professional development to district personnel on systems utilized by the district
- Evaluate and supervise district librarians, gifted and talented, and computer teachers and media clerks
- Communicate with public through various platforms, i.e. meetings, social media and website on district administrative issues and concerns
- Manage and update district website in a timely manner
- Research, write and submit grant applications

**TERMS OF EMPLOYMENT:** Twelve – month year. Confidential employee. Salary to be determined and commensurate with experience