

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**SUPERVISOR OF EARLY CHILDHOOD**

- QUALIFICATIONS:**
1. New Jersey Standard Principal and/or Supervisor's certificate or certificate of eligibility, required
  2. New Jersey Standard Elementary or P-3 certificate or certificate of eligibility, required.
  2. Supervisory/Leadership experience preferred
  3. Preschool teaching experience preferred
  4. Knowledge of State Regulations as they pertain to Early Childhood Programs and Community Providers
  5. A minimum of three (5) years successful teaching experience
  6. Proficient with computer applications, including but not limited to Microsoft Office, spreadsheet, and data base programs
  7. Exceptional organizational skills and ability to work successfully in a team model
  8. Strong interpersonal skills
  9. Ability to promote positive internal and external stakeholder relation

**REPORTS TO:** Chief Academic Officer

**Job Goal**

To coordinate the District's efforts in implementing the preschool curriculum to sustain quality program in compliance with the state regulations. To provide oversight of preschool curriculum and support effective and efficient transition to the kindergarten. Provide job-embedded professional development in preschool and kindergarten classes to promote high quality instructional and to comply with the New Jersey Department of Education mandates

**PERFORMANCE RESPONSIBILITIES:**

1. Develops, implements, analyses, interprets and communicates the student and classroom assessment data to the administration, school staff, the Board and the public
2. Supports Early Childhood staff and kindergarten teachers in their daily case loads and professional development offerings
3. Assists in the articulation among Early Childhood staff members and kindergarten teachers
4. Evaluates on an ongoing basis the implementation of the preschool curriculum and assessments

5. Coordinates the scoring and reviewing of the instructional assessment to monitor quality in all classroom settings
6. Plans and conducts in-services to enrich provider or indistrict preschool and kindergarten staff in program and assessment areas
7. Assists in the development, implementation and evaluation of long range planning for the preschool program and services as it pertains to compliance and instructional quality
8. Serves as a consultant to the preschool and kindergarten staff in developing and implementing curriculum and assessment
9. Articulates with indistrict and provider site preschool staff and parents
10. Assists in conducting occasional research of district preschool and kindergarten student assessment data and provides pertinent reports
11. Assist in the organization of professional development for all staff in the Office of Early Childhood, teachers at all provider sites, and kindergarten classrooms
12. Prepares reports as directed
13. Observes and evaluates provisional teachers
14. Assist the Early Childhood office Grow the NJ Kids initiative.
15. Assists in the supervision of all Early Childhood Program staff
16. Works to support staff, parents and community providers to develop programs to meet instructional needs of preschool students
17. Any and all other duties as directed by the Chief Academic Officer.

**TERMS OF**

**EMPLOYMENT:** Twelve (12) month position

**BARGAINING UNIT:** Administrators -TASA

**SALARY:** In accordance with TASA Salary Guide

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions on the Board's policy on evaluation of teacher personnel.

**BOARD APPROVAL:**

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**DIRECTOR OF STUDENT, PARENT AND  
COMMUNITY SUPPORT**

**QUALIFICATIONS:**

- 1). A valid New Jersey School Administrator or Principal Certificate.
- 2). A valid School Counselor or New Jersey Pupil Personnel Services Certificate, required.
- 3). Three (3) years successful experience as a Guidance Counselor, required.
- 4). Five (5) years experience as a principal, required.
- 5). Three (3) years experience in a central office administrative position, required.

**REPORTS TO:**

Chief Academic Officer

**JOB GOAL**

This position is designed to provide increase support to school operations in the areas of student attendance, parental complaints, and student legal hearings. The goal of this position is to ensure seamless support to the schools and streamline communication systems whose focus is student centered. This position is one of advocacy for children and their families as well as deepens the relationships with the community. The goal is to ensure that every district office, department, and school will welcome, inform, and engage parents in their children's education.

**SUPERVISES:**

Supervisor of Scheduling/Custodian of Records, Family & Community Engagement Specialist, Parent Liaisons, Attendance Officers, Manager Student Discipline/Attendance, and Liaison to Security Vendor.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides managerial support to school principals on the daily operation of schools as it pertains to students, parents, and community issues and concerns (IE: transportation, student discipline, etc).
2. Provides oversight and support of school counseling services for the District.
3. Manages the district's initiatives for the prevention of school violence, the continuation of safe and healthy schools projects and community projects for safe passages.
4. Serves as the Hearing Officer for all student legal hearings.

5. To serve as the point person for all Parental Complaints and to investigate all parental complaints and provide a written report to the parent, administrator, and the Chief Academic Officer.
6. To serve as the District HIB Coordinator.
7. Serves as key contact among the schools and the parents, the courts, community agencies and police authorities- both local, state, and federal involving matters for student discipline, truancy, and potential gang related activity.
8. Supervises Attendance Officers.
9. Works closely with the officers of the PTA/PTO at the district and school level to receive input for initiatives to improve student attendance and increase parental engagement.
10. Recommends and implements initiatives and programs that support lowering drop out rate and improving student attendance.
11. Serves as the lead to ensure full cooperation with school personnel, counselors, and psychologists, and with juvenile court, probation offices, and welfare agencies dealing with known, suspected, or probable delinquency on the part of school age persons.
12. Provides oversight and management of the School Safety and Emergency Management plans for all schools.
13. Manages the district's initiatives for the prevention of school violence, the continuation of safe and healthy schools projects, and community projects for safe passages.
14. Provides oversight for all student support services required as a result of the student legal hearings, including:
  - Home Instruction
  - Student and family counseling
  - City, County, and State support services available to the family and child.
15. Establishes and maintains the district's safety and security program for the district including:
  - Building security systems
  - Building surveillance systems
  - Visitor registration and identification procedures
  - Emergency plans for evacuations, lock downs, and other crisis.
  - Drills for all potential emergency situations.
  - Coordination of services with local, State and Federal Law enforcement agencies.
16. Serves as the direct link to the vendor who provides security for the District.
17. Provides oversight and management for the compilation, analyses, and submission of substance abuse, violence and vandalism reports to the Board of Education and Federal, State, and Local agencies as required.
18. Conducts internal investigation of incidents involving students and/or personnel in compliance with Federal law, New Jersey Statute and Administrative Code, District Policies and Procedures, and negotiated contractual agreements.
19. Manages the implementation of the Student Code of Conduct for schools. Provides for the regular review of the Code of Conduct for parents, families, and school personnel. Ensures compliance. Makes recommendations on any changes to the Code of Conduct, as well as any new or revised policies involving students.

20. Makes recommendations for any policies and procedures to improve discipline, safety, and student attendance.
21. Plans and implements monthly Parent Roundtables and a Parent University.
22. Builds district partnerships with key community partners to collaborate with and support district schools and departments.
23. Develops meaningful initiatives with community stakeholders that address the strategic family and community focused priorities of the District.
24. Provides assistance in the development of updated standards and policies for family involvement.
25. Supports parents of student groups, and coordinates meetings between parents and staff.
26. Document and communicate promising practices from schools, Principals, and Teachers related to effective parent/family engagement practices that drive student achievement.
27. Develop strategies for creating uniform standards for welcoming school climates that value parents/families in all their diversity as resources to drive student achievement and school success.
28. Performs other duties as assigned by the Chief Academic Officer.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months

**BARGAINING UNIT:** TASA

**SALARY:** In accordance with the TASA Contract

**STATUS:** Hourly \_\_\_\_\_ Salaried  \_\_\_\_\_  
 Exempt \_\_\_\_\_ Non-Exempt  \_\_\_\_\_

**EVALUATION:** Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures, for Administration.

BOARD APPROVED \_\_\_\_\_

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**HUMAN RESOURCES ANALYST  
(Evaluations)**

- QUALIFICATIONS:**
1. Bachelors Degree from an accredited college or university in education, personnel management or related field. Master's preferred.
  2. Minimum of (5) years experience in human resources with proven communication skills, customer services orientation.
  3. Prior experience working with staff evaluation tools.

**REPORTS TO:** Assistant Superintendent of Human Resources/  
& Talent Development

**SUPERVISES:** NONE

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with the Staff Evaluation process in accordance with the Teach NJ Act.
2. Assists with the implementation of all staff evaluation tools utilized throughout the District.
3. Assists with the monitoring and submission of Staff Evaluations
4. Conducts in-service training programs and workshops under the supervision and direction of the Assistant Superintendent of Human Resources/Talent Development.
5. Performs such other duties related to the operation of the Human Resources Department as assigned by the Assistant Superintendent of Human Resources/Talent Development.

**TERM OF EMPLOYMENT:** Twelve (12) months

**BARGAINING UNIT:** Business & Technical Association

**SALARY:** In accordance with B & T contract (Guide A)

**STATUS:** Hourly \_\_\_\_\_ Salaried  X   
Exempt \_\_\_\_\_ Non-Exempt  X

**EVALUATION:** Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures.

**BOARD APPROVAL:** \_\_\_\_\_

**TRENTON BOARD OF EDUCATION**

**JOB DESCRIPTION**

**SUPERVISOR OF SCHEDULING / CUSTODIAN OF STUDENT RECORDS**

**QUALIFICATIONS:**

1. Standard NJ supervisor certification.
2. Standard NJ School Counselor or Student Personnel Certificate
3. Must have a minimum of five (5) years experience in a K- 12 school district.
4. Must have a minimum of four (4) years experience in designing and implementing teacher and students schedules, preferably in elementary, middle, and high schools.
5. Have a working knowledge of Student Information Systems application as it applies to teacher and student scheduling.
6. Have a working knowledge of block scheduling.
7. Have experience working in an urban school system with a variety of school configurations, as it relates to scheduling staff.
8. Ability to work effectively with Central Office and Building Level Administrators
9. Good communication skills and ability to organize projects, work collaboratively with others and meet deadlines.
10. Must have knowledge of core curriculum content standards, graduation requirements, and Student/Staff Course Roster Data Report for state reporting.

**REPORTS TO:** Director of Student, Parent, and Community Support.

**JOB GOAL**

To provide support to school principals to ensure appropriate teachers and students schedules are developed and aligned to implement the district's curriculum.

**SUPERVISES:**

**Performance Responsibilities:**

1. Works to develop a scheduling framework that meets the needs of the individual buildings and represents the true daily schedule therein as approved by Board Policy.
2. Works collaboratively and in a timely fashion to facilitate all necessary work required for the completion of each school's scheduling framework.
3. Communicates succinctly to building administrators as needed to facilitate scheduling.
4. Works collaboratively with each building administrator to design a schedule appropriate for each grade level and enters each school schedule into the student information system. Setup all class and course sections that match the schedule configuration as provided by building administration.
5. Assigns staff in student information system to grade level or subject area classes as directed by the building administrator. Uses placeholder staff when there are vacancies waiting to be filled and updates the student information system when new staff members arrive without loss of student roster continuity.
6. Works collaboratively with building administrators or their designees to facilitate the process of uploading the students into the schedules created for each building.
7. Provide training for all Staff, (administrative, instructional and non-instructional) designated by the building Principal to maintain the academic class records of all students at each school. Including class enrollments and class changes.
8. Enters all course parameters into the student information system as needed to conform to the NCES Code requirements delineated in the state reporting guidelines.
9. Works collaboratively with counselors and the department of curriculum to verify course information that complies with state graduation requirements.
10. Works collaboratively with Middle and High School administration to establish scheduling timelines for the completion of student requests in order to develop a schedule for the upcoming year.
11. Works collaboratively with the High Schools to develop transcript reports that meet their needs.
12. Train school base staff on the proper end of term functions including verifications, storing grades, and running report cards and honor roll.
13. Trouble shoot all schedule, grade, and report issues and provide assistance to the building personnel responsible for maintenance of the school data.
14. Works collaboratively with all schools to prepare and develop appropriate reports including, but not limited to: Report Cards, Progress Reports, Transcripts, Grade Verification Reports and Student Schedule Reports.
15. Prepare all compliance information reports for state submissions of student, course, teacher roster reports.



16. Provide training for all building administrators on managing and maintaining their own schedules to make changes as needed for educational purposes.
17. Work with the department of curriculum and building administrators to develop and enter appropriate course numbers and codes into the student information system that complies with state requirements and district policy.
18. Meet collaboratively with building administrators and counselors to develop timelines for scheduling all schools.
19. Setup the course catalog appropriate for each school in the student information system.
20. Setup course screens for the entering of student course requests to facilitate the scheduling process.
21. Provide training to building counselors on the process of student course requests.
22. Work collaboratively with building administrators and counselors to develop school appropriate scheduling parameters and constraints.
23. Develop a timeline with each building administrator on all aspects of scheduling to insure a timely completion of the schedule as directed by the Superintendent.
24. Work collaboratively on the scheduling timeline to insure that all decisions by the school are received, in writing, according to the timeline guidelines.
25. Provide training to all building administrators and designated personnel on the end of term process for grade verifications, storing grades, running report cards and running Honor Roll reports as per Board Policy.
26. Troubleshoot all schedule, grade and report card issues and provide assistance and training to personnel responsible for maintenance of student data at the school.
27. Work collaboratively with building administrators to define needed course sections, staffing and room assignments.
28. Facilitates the placement of 8<sup>th</sup> grade students' requests by importing requests into the student information system as directed by the building administrator.
29. Ensures the timely provision of Student Records to other districts, colleges, schools, courts, and subpoena requests for same.
30. Develops Standard Operating Procedures for the upkeep of all student records.
31. Serves as the liaison with NJDOE regarding student records and identifies for TPS and NJDOE mandated changes.
32. Collects the existing and identifies the need for additional regulations, manuals, or other written instructions that describe the student records system and its operation throughout TPS.
33. Manages the Central Records activities and maintains a uniform comprehensive student records and archive management system for the district in accordance with state and district policy and procedures.
34. Facilitates the records work of school secretaries and other staff charged with maintaining permanent records.

35. Assists the schools and other units as appropriate in matters relating to the implementation of the student records system.
36. Performs selected records analyses and ensures the accuracy of all student transcripts.
37. Coordinates with other units as necessary to provide training of TPS personnel in using the student records system.
38. Applies the Privacy Act and Freedom of Information Law provisions to records as appropriate.
39. Evaluates the student records system on a continuing basis, seeks generic reasons for problems, and provides appropriate feedback to those affected.
40. Performs such other duties as assigned by immediate supervisor.

**TERM OF**

**EMPLOYMENT:** 12 month position

**BARGAINING**

**UNIT:** TASA

**SALARY:** In accordance with the TASA contract.

**STATUS:** Hourly \_\_\_\_\_ Salaried  X   
Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**EVALUATION:** Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of administrative personnel.

BOARD APPROVED 3/24/14



**TRENTON BOARD OF EDUCATION**

**JOB DESCRIPTION**

**Supervisor of Instructional Technology, Accountability, and Research**

**QUALIFICATIONS:**

1. Master's degree in education.
2. Must hold a New Jersey Standard Supervisor Certification or Certificate of Eligibility.
3. Must hold a New Jersey Standard Teaching Certification or Certificate of Eligibility.
4. Significant experience in the instructional and administrative use of technology in a school district.
5. Background in technology, including student data and program evaluation.
6. Knowledge of Partnerships for Assessment of Readiness for College and Careers (PARCC)
7. Knowledge of core curriculum content standards, graduation requirements, and student/staff course roster data report for state reporting.

**REPORTS TO:** Chief Academic Officer

**JOB GOAL**

To plan, coordinate, supervise, and evaluate the use of technology instruction and in administrative functions. Facilitates the computerized collection, management, manipulations, and distribution of student information systems data and data reports used for analysis of student progress, implementation and evaluation of school programs. Provides leadership, support, and professional development that will sustain the district's use of technology for improved instruction, communication, accountability, and student achievement. Oversees all assessments in the district.

**SUPERVISES:** Instructional Technology Intervention Teacher and Information Management Analyst

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, coordinates, supervise and evaluate the use of educational technology as tools to enhance instruction.
2. Ensures that there is a sequential program of studies with supporting curriculum documentation for teaching students the use of computers and educational technology.
3. Provides a process for evaluation of all educational technology software and supporting materials.
4. Provides department oversight for data management and student information systems.
5. Develops, implements, and maintains a district and a school level database for collection, organizing, analyzing, and reporting disaggregated student testing and other data required by local, state, and federal programs.
6. Oversees complex data information projects with considerable independence.
7. Collaborates with content supervisors and teacher leaders in support of digital learning.
8. Coordinates the administration of the district wide assessment program and benchmark assessments. Coordinates and supports the administration of all assessments (benchmarks, PARCC, SRI/SMI, etc...).
9. Evaluates the district's testing program.
10. Coordinates and supports the grading reporting calendar for the district.
11. Coordinates the district's Assessment Calendar with principals, content supervisors and other staff assigned.
12. Serves as a technical resource to site administrators using student information, student assessment, and data reporting systems as it relates to program implementation, analysis, and evaluation.
13. Facilitates the development, implementation and evaluation of the district educational technology plan, EETT grand and LEA Plan as it relates to the integration of technology and curriculum and instruction.
14. Collaborates with the technology department to implement the district's educational technology plan.
15. Plans, organizes, coordinates and conducts curriculum and technology integration workshops, trainings, and presentations for instructional staff and administrators.
16. Supports administrators in the use of technology as a tool for student assessments and pupil record keeping in order to make data-driven decisions and improve school management.
17. Serves as educational technology advisor to sites and district committees to ensure that technology-based resources are effectively integrated into all academic programs.
18. Participates in the acquisition of grants and other sources of funding for program and projects that support the district's technology plan.
19. Collaborates with and serves as a representative to local, regional, and state agencies and businesses to promote the use of best technology practices.

20. Prepares the assessment calendar and all communication related to graduation rates.
21. Assists the various departments in meeting state and federal technology grant compliances.
22. Prepare data presentations for various audiences.
23. Provides professional development to district staff.
24. Serves as Liaison to the New Jersey State Department of Education.
25. Oversees implementation of Schoolnet Data Management System.
26. Oversees the IRB process for the district.
27. Performs other duties assigned by the Chief Academic Officer.

<b>TERMS OF EMPLOYMENT:</b>	Twelve (12) month position
<b>BARGAINING UNIT:</b>	Administrators -TASA
<b>SALARY:</b>	In accordance with TASA Salary Guide
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with provisions on the Board's policy on evaluation of administrative personnel.