

TRENTON BOARD OF EDUCATION JOB

DESCRIPTION

ASSISTANT BUSINESS ADMINISTRATOR/COMPTROLLER

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Finance, Master's Degree in Business Administration preferred.
2. New Jersey School Business Administrator or Eligibility required
3. Certificated Public Accountant, required.
4. Five (5) years' experience in public school finance and five years' supervisory experience in a public school district.
5. Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal accounting guidelines as they pertain to the operations of public schools' districts; and knowledge of the implementation of payroll, purchasing and accounts payable systems in public school districts.

REPORTS TO:

School Business Administrator

JOB GOAL

Responsible for organizing, planning, and managing all aspects of the payroll, accounts payable, accounting, grants, nutrition services and transportation functions of the school district. In addition, assists the Business Administrator in managing all of the business office operations of the school district.

SUPERVISES: Assistant Comptroller, Payroll Staff, Accounting Staff, Accounts Payable Staff, Nutrition Services Staff, and Transportation Staff.

A. Supervisory Responsibility:

1. Directs the total operation of the Accounting Department including assisting with the interviewing and hiring of employees within the accounting, payroll, accounts payable, grants, nutrition services and transportation departments.
2. Assures that the correct GAAP procedures are in place and utilized.
3. Supervises, delegates, and evaluates the performance of employees within the departments.
4. Enforces compliance with Board of Education, State and Federal rules and regulations with respect to the financial and accounting group activities.
5. Assigns appropriate staff to maintain computerized record keeping system.

B. Management Responsibility:

1. Budgets

- a. Assists with the planning, compilation, and execution of the district school district budget.
- b. Assists with reviewing the budget with administrative staff for accuracy before it is finalized.
- c. Assists in the execution of the enacted budget including administrative controls where required.
- d. Monitors the reliability and integrity of all the financial information.

2. Payroll

- a. Responsible for the correct and timely production of payroll checks.
- b. Communicates with the payroll supervisor to remain abreast of any potential issues regarding payroll.
- c. Assures the accuracy and reliability of check production (including failsafe/backup plans).

3. Accounts Payable

- a. Responsible for the correct and timely issuing of checks.
- b. Plans and arranges for the implementation of systems for the payment and collection of bills.
- c. Oversees the accuracy and reliability of bills and their appropriate payment (including failsafe/backup plans)

4. School/District Banks Accounts

- a. Responsible for accuracy and reliability of all information and maintenance pertaining to school bank accounts.
- b. Audits/reviews journal entries prepared by staff members for accuracy.
- c. Maintains open communication with the School Treasurer to insure that any necessary adjustments to the school accounts occur in a timely manner.
- d. Assures that all district accounts are properly closed and balanced by the end of the fiscal year.
- e. Oversees and carries out the investments of Board funds.
- f. Manages and tracks cash flow.

5. Audits

- a. Responsible for the School Boards preparedness for federal and state grants audits, as well as annual independent audits.
- b. Reviews and evaluates audits of accounts, vouchers, and other financial records.
- c. Implements and monitors effective internal controls.

6. Accounts Receivable

- a. Responsible for accurately accounting for and documenting all monies received by the school district.

- 8. Grants
 - a. Responsible for accurately accounting for and documenting all grant funds that are due to the school district.
 - b. Responsible for overseeing the program managers to ensure that all grant funds are accurately accounted for and documented.
- 9. Staff Development
 - a. Oversees staff development with regard to maintain current knowledge of laws and regulatory changes relevant to their roles and positions.
 - b. Ensures that staff members maintain/develop the computer skills necessary to satisfactorily complete their jobs.
 - c. Communicates information to staff on policies and procedures for compliance.
- 10. District Operations
 - a. Assists in supporting all Business Office operations for the school district.
- C. Behavioral Expectations
 - 1. Upholds philosophies/values of Trenton Board of Education.
 - 2. Serves as role model in exercising safe and appropriate work habits.
 - a. Demonstrates knowledge of and follows prescribed safety policies/procedures.
 - b. Demonstrates general knowledge of work processes within skill area.
 - c. Maintains CPA certificate.
 - d. Attends workshops and conferences in order to maintain knowledge and leadership skills.
 - 3. Promotes positive inside and outside relations.
 - a. Interacts with other departments, the school treasurer and outside vendors as needed regarding accounting issues.
 - b. Works in consultant with the School Business Administrator to ensure that accounting issues are handled in a smooth and timely manner.
- D. Administrative Responsibility
 - 1. Establishes goals and objectives for the units in the departments.
 - 2. Provides orientation on accounting policies and procedures.
 - 3. Prepares any monthly, quarterly and/or annual reports concerning the financial status of the school district for the Board.
 - 4. Provides input, as appropriate, regarding financial and accounting matters.
- E. Other
 - 1. Performs other duties related to the operation of the Accounting Department, as assigned by the School Business Administrator.

TERM OF EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Confidential Employee

SALARY: In accordance with the Confidential Employee contract

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 for Confidential Administrators.

BOARD APPROVAL: September 19, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**SUPERVISOR OF ENGLISH AS A SECOND LANGUAGE, BILINGUAL AND
WORLD LANGUAGE EDUCATION**

QUALIFICATIONS:

1. Valid New Jersey Supervisor's Certificate.
2. Minimum of Master's degree from an accredited college or university
3. Valid New Jersey Standard Certificate in English as a Second Language (ESL)
4. Five (5) or more years of teaching experience in English as a Second Language.
5. Knowledge of and experience in World Languages curriculum development
6. Knowledge of Federal and State laws/regulations pertaining to Bilingual/ESL and World Language Education.
7. Excellent oral and written communication skills in English and Spanish
8. Complete understanding of the entry and exiting procedures for students in the Bilingual/ESL program and testing guidelines as per State Bilingual Law
9. Complete understanding of the State-mandated Language Proficiency Test (ACCESS), and its impact on the Annual Measurable Achievement Objectives (AMAOs)
10. Familiarity with the WIDA English Language Proficiency Standards (ELPs)
11. Knowledge of and experience in curriculum development
12. Ability to facilitate professional learning and problem-solving
13. Knowledge of best instructional strategies and/or new initiatives for English Language Learners (ELLs)
14. Demonstrated commitment to continuous professional learning
15. The ability to work collaboratively with other professional staff on instructional improvement issues

REPORTS TO:

Chief Academic Officer

JOB GOAL

The Supervisor of English as a Second Language, Bilingual and World Language Education's goal is to provide administrators, teachers, and other staff with the instructional support needed to ensure that the needs of the bilingual/ESL population are met, that English Language Learners (ELLs) become proficient in the English language in order to successfully participate in a monolingual education program, and that the district fully implements the World Language program as required.

SUPERVISES: ESL, Bilingual and World Language staff

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development, implementation, and evaluation of student identification and programming services
2. Provides professional development of ESL teachers, paraprofessionals, and classroom teachers, regarding program description, assessment, curriculum, strategies, and instructional materials
3. Coordinates ESL Curriculum review, writing, and adoption for grades K-12
4. Displays and fosters a positive attitude toward the understanding of the education needs of ELLs
5. Assists teachers by providing consultation and intervention when requested
6. Monitors and coordinates the administration of the ACCESS (Language Proficiency Test) district-wide
7. Analyzes district-wide data to identify areas in need of improvement and modify curriculum
8. Assists in the development of Bilingual/ESL and World Language programs within the district
9. Monitors the implementation and monitoring of the district's state-mandated World Language, Bilingual and ESL educational programs
10. Keeps abreast of state and federal legislation as it pertains to Bilingual/ESL and World Language education
11. Assists in determining missions, goals, objectives, staffing requirements, and infrastructure needs for ELL students
12. Prepares data to complete all Title III and Immigrant State mandated reports
13. Upholds philosophies/values of the Trenton Board of Education
14. Provides for a safe and secure workplace
15. Follows attendance, punctuality and proper dress rules
16. Maintains positive relationships with staff, parents, and students
17. Participates in workshops and training sessions as required
18. Prepares all required reports and maintains all appropriate records
19. Follows all School Board policies, rules, and regulations
20. Exhibits interpersonal skills to work as an effective team member
21. Analyzes district-wide data to identify areas in need of improvement and modify curricula
22. Conducts observations of ESL, Bilingual and World Language teachers
23. Provides support of the district-wide literacy program
24. Provides professional development and support to ESL, Bilingual and World Language instructional services
25. Performs other job related 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

STATUS:

Hourly _____

Salaried X_____

Exempt _____

Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated annually in accordance with State law and the provisions of the Board's policies and procedures on the evaluation of certified/non-certified staff and the collective bargaining unit, if appropriate.

ADMINISTRATIVE APPROVAL:

September 2, 2016

BOARD APPROVAL:

September 19, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

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

QUALIFICATIONS:

1. Master's Degree (preferably in Education)
2. Must hold a New Jersey Standard Supervisor Certification or Certificate of Eligibility and/or New Jersey Standard Principal 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 EdConnect Data Management System.
26. Oversees the IRB process for the district.
27. Performs other duties assigned 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 administrative personnel.

BOARD APPROVED: September 19, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SUPERVISOR OF VISUAL AND PERFORMING ARTS AND PARTNERSHIPS

- QUALIFICATIONS:**
1. Valid New Jersey Supervisor's Certificate and New Jersey Standard Certificate in Music, Art or Drama
 2. Minimum of Master's degree from an accredited college or university
 3. New Jersey Standard Supervisor's certificate
 4. New Jersey Standard Instructional certificate
 5. Supervisory Experience
 6. Demonstrated success in facilitating professional learning and problem solving
 7. Demonstrated success in working with diverse learners in an urban center
 8. Knowledge of how students learn and knowledge of best Instructional program practices for all students
 9. Demonstrated success in working collaboratively with other professional staff on instructional improvement issues
 10. Demonstrates the ability to communicate and work effectively with students, parents, community groups and organizations
 11. Excellent oral and written communication skills.

REPORTS TO: Chief Academic Officer

JOB GOAL

The Supervisor of Visual and Performing Arts will be responsible for the development, implementation, review, and revision of the district's Visual and Performing Arts programs, as well as coordinating and overseeing student identification and assisting with the professional development for the Visual and Performing Arts and Talented educational staff.

SUPERVISES: Visual and Performing Arts staff

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements Visual and Performing Arts program
2. Ensures that the academic and social emotional needs of Visual and Performing Arts students are met

3. Provides leadership in the development, implementation, and evaluation of student identification, programming services, curriculum, instructional strategies and assessment for PreK-12 Visual and Performing Arts education
4. Initiates and manages implementation of curriculum evaluation and performance assessments for Visual and Performing Arts
5. Visits classrooms and assists teachers in improving existing strengths and in overcoming problems related to their teaching performance
6. Keeps abreast of developments in curriculum and instruction for Visual and Performing Arts initiatives, and provides leadership in determining the appropriateness for inclusion in the district's educational program and professional development
7. Works with teachers and administrators to monitor data and report progress toward curriculum goals and objectives
8. Consults and communicates with other educators, parents, Visual and Performing Arts parent organizations about all aspects of Visual and Performing Arts education and student needs
9. Collaborates with external consultants, other school districts, private foundations, higher education institutions, appropriate professional organizations and other resources providing professional growth opportunities for staff, and opportunities for students
10. Collaboratively assumes responsibility for reviewing and evaluating results of school and district-wide data to influence instructional programming decisions
11. Works with teachers and administrators to integrate district and community resources into daily instruction
12. Coordinates enrichment activities of Visual and Performing Arts. This may include grant writing to benefit funding for the Visual and Performing Arts program.
13. Provides for a safe and secure workplace
14. Follows attendance, punctuality and proper dress rules
15. Participates in workshops and training sessions as required
16. Prepares all required reports and maintains all appropriate records
17. Follows all School Board policies, rules, and regulations
18. Exhibits interpersonal skills to work as an effective team member
19. Analyzes district-wide data to identify areas in need of improvement and modify curricula
20. Conducts observations of arts and music teachers
21. Provides supports of the district-wide literacy program Provides professional development and support to arts and music teachers.
22. Performs other job related 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

STATUS:

Hourly _____

Salaried _____

Exempt _____

Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated annually in accordance with State law and the provisions of the Board's policies and procedures on the evaluation of certified/non-certified staff and the collective bargaining unit, if appropriate.

ADMINISTRATIVE APPROVAL:

September 2, 2016

BOARD APPROVAL:

September 19, 2016

**TRENTON BOARD OF EDUCATION
JOB DESCRIPTION**

BILINGUAL SECRETARY (Spanish)

QUALIFICATIONS:

1. High School diploma or equivalent G.E.D.
2. Must be fluent in Spanish
3. Must demonstrate oral and written proficiency skills in Spanish
4. Demonstrate excellent secretarial skills, general bookkeeping skills, organizational and filing skills and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
5. Minimum of three years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
6. Be proficient in the use of the Microsoft Office suite in order to complete clear and concise business letters, as well as to prepare statistical and other reports.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to maintain confidentiality.
9. Demonstrate good moral character, initiative and integrity.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Meet such alternatives to the above qualifications as the superintendent or designee may find appropriate.

DUTIES:

1. Organizes and maintains an efficient and effective office that handles a variety of tasks related to the administration, faculty, students, and parents of the school/department.
2. Performs secretarial and clerical tasks of a varied nature.
3. Greets visitors and answers telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters in English and in Spanish
4. Arranges appointments and maintains schedules for the administrator(s).
5. Registers new students (if applicable,) secures appropriate student records, maintains confidential student records, and transfer records for students moving to other schools.
6. Maintains attendance data for staff members, recording attendance, absences, substitutes, and other required information. Prepares attendance reports, coordinated with payroll data, as required.
7. Maintains attendance data for students, recording attendance, absences and other required information. Prepares reports as required.
8. Assists in the preparation of reports and documents by creating graphics, displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
9. Maintains ledgers and accounts as directed by immediate supervisor including financial records, minutes, memoranda, reports and other office documents as required.

10. Reconciles financial reports.
11. Orders and maintains supplies.
12. Creates and maintains a clean, attractive, orderly, safe and efficient office environment
13. Continues to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
14. Performs any duties and responsibilities that are within the scope of employment, as assigned by the supervising administrator or designee, and not otherwise prohibited by law or regulation.

**TERMS OF
EMPLOYMENT:**

Twelve (12) month position

SALARY:

In accordance with TESA 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 non-instructional personnel.

BOARD APPROVAL:

September 29, 2016