

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**INTERIM DIRECTOR OF STUDENT, PARENT AND
COMMUNITY SUPPORT****QUALIFICATIONS:**

- Valid New Jersey School Administrator or Principal Certificate
- Five (5) years' experience as a Principal/Vice Principal/Supervisor

REPORTS TO:

- Chief Academic Officer

JOB GOAL

This position is designed to provide increased 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 centered around one of three pillars: advocacy for children and their families; managerial support to school leadership; and, the strengthening of relationships with community stakeholders. The goal is to ensure that every district office, department and school will welcome, inform and engage parents in their children's education.

SUPERVISES:

- Family and Community Engagement Specialist
- Parent Liaisons
- Attendance Officers
- 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 (i.e. transportation, student discipline, etc.)
2. Manages the district's initiatives for the prevention of school violence, the continuation of safe and healthy projects and community projects for safe passages
3. Serves as the Hearing Officer for all student legal hearings
4. Serves as the point person for all parental complaints, investigates the complaints and provides a written report to the parent, administrator and the Chief Academic Officer
5. Serves as a key contact among the schools and the parents, the courts, community agencies and police authorities, including local, state and federal, involving matters for student discipline, truancy and potential gang-related activity
6. Supervises Attendance Officers
7. 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
8. Recommends and implements initiatives and programs that support lowering the drop-out rate and improving student attendance
9. 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-aged persons

10. Provides oversight and management of the School safety and Emergency Management plans for all schools
11. 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
12. 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
13. 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 crises; drills for all potential emergency situations; service coordination with local, state and federal law enforcement agencies
14. Serves as the direct link to the vendor who provides security for the district
15. 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
16. Conducts internal investigations 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
17. Manages the implementation of the Student Code of Conduct for parents, families and school personnel; ensures compliance; makes recommendation on any changes to the Code of Conduct, as well as, any new or revised policies involving students
18. Makes recommendations for any policies and procedures to improve discipline, safety and student attendance
19. Plans and implements monthly Parent Roundtables and a Parent University
20. Builds district partnerships with key community partners to collaborate with and support district schools and departments
21. Develops meaningful initiatives with community stakeholders that address the strategic family and community-focused priorities of the district
22. Provides assistance in the development of updated standards and policies for family involvement
23. Supports parents of student groups and coordinates meetings between parents and staff
24. Documents and communicates promising practices from schools, principals and teachers related to effective parent and family engagement practices that drive student achievement
25. Develops strategies for creating uniform standards for establishing welcoming school climates that value parents and families in all their diversity as resources to drive student achievement and school success
26. Performs other duties as assigned by the Chief Academic Officer

TERM OF EMPLOYMENT:	Interim position ending no later than June 30, 2016
BARGAINING UNIT:	TASA
SALARY:	In accordance with the TASA Contract
STATUS:	Salaried Non-Exempt
EVALUATION:	Performance of the position will be evaluated annually in accordance with provisions of the Board's policies and procedures for Administration

Pending Board Approval on 10/5/15