

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SUPERVISOR OF SCHEDULING / CUSTODIAN OF STUDENT RECORDS/COUNSELING

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: Chief Academic Officer

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: N/A

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.

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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 8th 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.

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- 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. Provides oversight and support of school counseling services for the District.
- 41. Serves as the District HIB Coordinator.
- 42. 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.

*Revised for the 2015 – 2016 school year only
Pending Board Approval 10/5/15*