

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

ASSISTANT COACH

- QUALIFICATIONS:**
1. Must presently hold either a NJ teaching certificate or Substitute credential pursuant to N.J.A.C.6A:9B-6.5.
 2. Demonstrated experience working with an organized varsity sports team.
 3. Demonstrated experience working with school-aged children.

SUPERVISES: Student Participants

PERFORMANCE RESPONSIBILITIES:

1. Perform duties and responsibilities associated with activity.
2. Meet with and monitor students during activity
3. Maintain monthly reports on student attendance, participation and activities performed.

TERM OF EMPLOYMENT: Seasonal

BARGAINING UNIT: TEA

SALARY: In accordance with TEA Contract

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Assistant Coaches

BOARD APPROVAL: February 1, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

HEAD COACH

- QUALIFICATIONS:**
1. Must presently hold either a NJ teaching certificate or Substitute credential pursuant to N.J.A.C.6A:9B-6.5.
 2. Demonstrated experience working with an organized varsity sports team.
 3. Demonstrated experience working with school-aged children.

SUPERVISES: Student Participants

PERFORMANCE RESPONSIBILITIES:

1. Perform duties and responsibilities associated with activity.
2. Meet with and monitor students during activity
3. Maintain monthly reports on student attendance, participation and activities performed.

TERM OF EMPLOYMENT: Seasonal

BARGAINING UNIT: TEA

SALARY: In accordance with TEA Contract

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

BOARD APPROVAL: February 1, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

MANAGER OF TALENT DEVELOPMENT

QUALIFICATIONS:

1. Bachelor's 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 with a customer services orientation
3. Prior experience working with staff evaluation tools.
4. Experience in Project Management
5. Demonstrated knowledge and understanding of the Teacher Effectiveness and Accountability for Children of New Jersey Act (TEACHNJ).

REPORTS TO:

Assistant Superintendent of Talent Acquisition and Development

PERFORMANCE RESPONSIBILITIES:

1. Oversees and manages the Staff Evaluation process in accordance with the ACHIEVENJ Act
2. Prepares NJSMART Staff Evaluation reports
3. Prepares required federal, state and local reports
4. Reviews and verifies data related to Student Growth Percentiles (SGP)
5. Participates in the District Evaluation Advisory Committee
6. Responsible for the implementation of all staff evaluation tools utilized throughout the District
7. Creates timelines for submission of Staff Evaluations
8. Monitors and tracks the submission of Staff Evaluations
9. Prepares notification letters when evaluations are not received in a timely manner
10. Consults and assists administrators regarding documentation submitted for non-renewal of employment and withholding of increments.
11. Assist with documentation for staff disciplinary issues
12. Conducts professional development and workshops under the supervision and direction of the Assistant Superintendent
10. Collaborates with members of the Department of Education and the Regional Achievement Center
11. Assists with tasks related to collective bargaining
12. Prepares documentation and other resources related to collective bargaining
13. Performs other related duties as assigned.

TERM OF EMPLOYMENT: Twelve (12) months

BARGAINING UNIT: CFA

SALARY: Twelve-month year. Confidential employee.
Salary to be determined.

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: February 1, 2016

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
3. Supervisory and/or Leadership experience preferred
4. Preschool teaching experience required in accordance with N.J.A.C. 6A:13A-4.1
5. Knowledge of State Regulations as they pertain to Early Childhood Programs and community providers
6. Minimum of three (3) years successful teaching experience
7. Proficient with computer applications, including but not limited to Microsoft Office and database programs
8. Exceptional organizational skills and ability to work successfully in a team model
9. Strong interpersonal skills
10. Ability to promote positive internal and external stakeholder relationships

REPORTS TO:

Director of Early Childhood Education

Job Goals

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

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements, analyzes, 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 teachers in their daily caseloads and professional development offerings
3. Assists in the articulation across Early Childhood staff members and 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 professional development to enrich provider or in-district preschool staff in program and assessment areas
7. Assists in the development, implementation and evaluation of long-range planning for the preschool programs and services as it pertains to compliance and instructional quality
8. Serves as a consultant to the preschool and staff in developing and implementing curriculum and assessment
9. Articulates with in-district and provider site preschool staff and parents

10. Assists in conducting occasional research of district preschool student assessment data and provides pertinent reports
11. Assists in the organization of professional development for all staff in the Office of Early Childhood and teachers at all provider sites
12. Prepares reports as directed
13. Observes and evaluates provisional teachers
14. Assists the Early Childhood Office's 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 Director of Early Childhood Education

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: February 1, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

TALENT ACQUISITION GENERALIST

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university
2. Minimum of three (3) years in personnel management, preferably in an education or related work setting
3. Demonstrated knowledge of Worker's Compensation laws and requirements
4. Demonstrated knowledge of New Jersey Certification requirements and Provisional Teacher process
5. Demonstrated knowledge of and the qualifications and processes for the New Jersey Family Leave Act and the Family Medical Leave Act
6. Demonstrated knowledge of processing salary adjustments
7. Demonstrated knowledge of managing health care benefits, including COBRA, preferably in a school district
8. Demonstrated proficiency in Microsoft Office
9. Demonstrated knowledge in using Human Resources Information Systems

REPORTS TO:

Executive Director, Office of Talent Acquisition

PERFORMANCE RESPONSIBILITIES:

1. Reviews applications for positions to ensure applicants meet the requisite qualifications
2. Coordinates and manages the interviewing process for all candidates
3. Provides procedural assistance to candidates and employees
4. Coordinates and manages the recruitment, selection and employment process for all staff
5. Conducts and completes all onboarding activities
6. Verifies and audits all employee data in Human Resources Information System
7. Collaborates with the Business Office to ensure alignment with position control and in accordance with Board Agenda
8. Collaborates with the Business Office in the completion of required federal, state and local reports
9. Manages and processes all salary adjustments, longevities, course approvals, tuition reimbursements and contractual entitlements
10. Manages and processes all leave of absence requests
11. Coordinates and manages all health benefits plans including enrollments, dependent changes, waivers and COBRA
12. Coordinates and manages enrollment in state pension plans
13. Verifies prior experiences for employees

14. Coordinates and manages all Worker's Compensation for the district
15. Coordinates and manages all aspects of the Provisional Teacher Process for the district
16. Provides supporting documentation for labor relations/legal proceedings
17. Maintains accurate records
18. Assists in the preparation of management reports
19. Performs other related duties as assigned.

TERM OF EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with the Collective Bargaining Unit

STATUS: Hourly _____ Salaries X _____
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be in accordance with the Board's policies and procedures

BOARD APPROVAL DATE: February 1, 2016

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

VICE PRINCIPAL

QUALIFICATIONS:

1. At least five (5) years of successful teaching experience OR equivalent experience in teaching, leadership and/or administration.
2. Experiences that demonstrate knowledge and understanding of teaching and learning, program evaluation, child growth and development, effective instructional strategies, classroom management, formative and summative assessment, professional development and data-driven decision-making

CERTIFICATION:

Valid New Jersey Principal Certificate or Certificate of Eligibility

REPORTS TO:

Principal

JOB GOAL

To assist the principal with assigned responsibilities to implement and manage the policies, regulations and procedures of the Board of Education to ensure that all students meet with academic success. The Vice Principal leads and works collaboratively with members of the school staff to communicate effectively with parents and members of the community. The vice principal, working under the direction of the principal, has responsibilities for teaching and learning, supervision of staff and students, program evaluation and the general operations of the school.

SUPERVISES:

All staff assigned to the school based on the direction of the principal

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance
2. Supervise the instructional programs assigned by the principal, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with District policies and initiatives

3. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence in accordance with state law, Board policy and contractual requirements
4. Develop, recommend and/or provide professional development opportunities that address the needs of the instructional program and needs of the staff
5. Use a variety of data sources to inform decision-making in instruction and operations
6. Assume responsibility for the operation of the school in the daily and/or short-term absence of the principal, in accordance and compliance with all laws, administrative codes and Board policies and regulations
7. Assist the principal with the administrative functions of the school
8. Supervise personnel as assigned by the Principal to ensure that all job responsibilities are met
9. Maintain visibility with students, staff, parents and the community by attending schools and community functions regularly to demonstrate a genuine interest in the students and staff
10. Assume responsibility for the health, safety and welfare of students, staff and visitors
11. Complete in a timely manner all records and reports as required by law and regulation or requested by the principal. Respond to correspondence promptly.
12. Continue to grow professionally through collaboration with colleagues and professional growth experiences
13. Attend required staff meetings and serve, as appropriate, on school-based and district committees
14. Perform any duties that are within the scope of employment and certifications, as assigned by the principal and not otherwise prohibited by law or regulation
15. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures and contractual obligations.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: TASA

SALARY: In accordance with TASA Salary Guide

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 APPROVAL: February 1, 2016