

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

**SUPERVISORS - EDUCATIONAL**  
**1774 Supervisor of Silk City 2000 Academy**

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**JOB TITLE: SUPERVISOR OF SILK CITY 2000 ACADEMY**

**REPORTS TO: Principal**

**SUPERVISES: All certified and non-certified staff at the Silk City 2000 Academy**

## **NATURE AND SCOPE OF JOB:**

The Supervisor of Silk City 2000 Academy provides leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil at the Silk City 2000 Academy.

## **QUALIFICATIONS:**

The Supervisor of the Silk City 2000 Academy shall:

1. Hold a Master's degree from an accredited institution (College or University).
2. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq. and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6).
3. Have successful teaching experience at the elementary school level with minimum of six years teaching experience and certification.
4. Have demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement.
5. Have strong interpersonal and communication skills.
6. Hold a standard teacher's certification.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate excellent organizational skills and the ability to motivate people.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
12. Demonstrate an understanding of the regulations regarding the operations of a middle school.
13. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
14. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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15. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
16. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
17. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
18. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
19. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 66:3-4A.4.
20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching performance.
4. Official college transcripts.
5. Employment interview.

### **EMPLOYMENT TERMS:**

The Supervisor of the Silk City 2000 Academy shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

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### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of the Silk City 2000 Academy shall:

1. Supervise Silk City 2000 Academy Program and staff.
2. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
3. Exercise leadership in school-level planning for improvement of instruction. Involve teachers and parents in the development and implementation of state-required two year plans to achieve pupil performance objectives, curriculum content standards and core course proficiencies.
4. Assume responsibility for the operation of the school.
5. Perform the administrative functions of the school assigned by the Principal.
6. Conduct discipline and suspension hearings in accordance with established school and district procedures, ensuring due process.
7. Prepare all required reports regarding violence, vandalism, attendance, and discipline matters.
8. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and create high morale among staff and students.
9. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
10. Assist instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning.
11. Supervise and monitor NovaNet, in-school-suspension, and conflict-resolution programs.
12. Coordinate school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.

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13. Meet regularly with the principal of the school to discuss the operations of the school, identify needs, and report success.
14. Supervising and evaluate the custodial and security staff to the school.
15. Work closely with the nurse to assist students injured in accidents.
16. Notify immediately the parent or guardian, the principal and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
17. Prepare reports and recommend changes in procedure and facilities should the conditions warrant.
18. Supervise personnel to ensure that all job responsibilities are met and exceeded.
19. Ensure that the Professional Improvement Plans are completed for the staff assigned.
20. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with the law, Board policy, and contractual requirements.
21. Facilitate effective staff development that is identified in the "Report on Professional Learning in Abbott School Districts."
22. Maintain a safe working condition and operate electronic and other equipment needed to carry out employment functions and responsibilities.
23. Evaluate and monitor assigned programs and services to ensure that they are free of prejudice and stereotyping and meet Affirmative Action mandates.
24. Regularly inspect facilities to ensure compliance with all applicable codes and regulations, including access for individuals with handicapping conditions.
25. Assume responsibility for the health, safety, and welfare of students, personnel, and visitors.
26. Follow procedures for emergencies and disasters, following State, local, and district guidelines.
27. Follow established procedures for providing information to staff, students and parents, and the media. Notify the principal immediately of any unusual circumstances.

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28. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
29. Summarize, interpret, and disseminate current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies, and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
30. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
31. Establish and maintain an effective learning climate in the school.
32. Assist in the selection of appropriate instructional materials, and monitor delivery of the instructional program.
33. Participate in the development, evaluation, and revision of curriculum and assume responsibility for the implementation of approved programs.
34. Plan, organize, and supervise all curricular and extra-curricular activities.
35. Interview, recommend for appointment, assign, supervise, and evaluate the performance of all Silk City employees and assist them in achievement of their job goals.
36. Interview students from the high schools following Silk City's approved application process and recommend or deny their placement in Silk City.
37. Conduct on-going observations of teaching staff members, prepare written comments, and offer constructive suggestions for improvement when appropriate.
38. Prepare and submit the school's budget requests and monitor the expenditure of funds.
39. Ensure the safekeeping of student and personnel files and other confidential records and documents, and the destruction of public records in accordance with laws and regulations.
40. Prepare or supervise the preparation of all reports, records, and other paperwork required by the principal.

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41. Conduct staff meetings as necessary.
42. Plan and supervise regularly scheduled parent/teacher conferences, and make arrangements for special conferences as necessary.
43. Assume responsibility for his/her continuing professional growth.
44. Attend required staff meetings and serve, as appropriate, on staff committees.
45. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing information within legal confines.
46. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.
47. 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.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## **EVALUATION:**

The Principal shall evaluate the Supervisor of the Silk City 2000 Academy in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

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Approved

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Date