

JOB DESCRIPTION

**TRENTON
BOARD OF EDUCATION
SUPERVISORS
Supervisor of Performance and Accountability**

JOB TITLE: SUPERVISOR OF PERFORMANCE AND ACCOUNTABILITY

REPORTS TO: Special Assistant, Performance And Accountability

NATURE AND SCOPE OF JOB:

To provide technical and administrative support to school principals to ensure the implementation of scheduling and grading policies and practices and the development of schedules for teachers and students that are aligned to implement the district's curriculum and meet the requirements of the New Jersey Department of Education..

MINIMUM QUALIFICATIONS:

The Supervisor of Performance and Accountability shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a Master's Degree (preferably in Education) from an accredited college or university.
3. Must have a minimum of five years' experience in a school district working with student enrollment, reporting and/or scheduling.
4. Hold and maintain a valid driver's license with no serious violations.
5. Demonstrate excellent organization skills and the ability to motivate others.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
9. Ability to organize projects, work collaboratively with others and meet deadlines.
10. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
11. 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.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PREFERRED QUALIFICATIONS:

1. Working knowledge of Student Information Systems application as it applies to teacher and student scheduling.
2. Experience working in an urban school system with a variety of school configurations as it relates to scheduling staff.

Administratively Approved – July 19, 2018
Board Approved –

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3. Working knowledge of block scheduling.

EMPLOYMENT TERMS:

The Supervisor of Performance and Accountability shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Performance and Accountability shall:

1. Review all transcripts of new students to the Trenton Public Schools
2. Support the work related to the submission of reports such as NJSMART and ASSA
3. Work 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.
4. Work collaboratively and in a timely fashion to facilitate all necessary work required for the completion of each school's scheduling framework.
5. Communicate succinctly with building administrators as needed to facilitate scheduling.
6. Work 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.
7. Assign staff in student information system to grade level or subject area classes as directed by the building administrator. Use 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.
8. Work collaboratively with building administrators or their designees to facilitate the process of uploading the students into the schedules created for each building.
9. Enter all course parameters into the student information system as needed to conform to the NCES Code requirements delineated in the state reporting guidelines.
10. Troubleshoot all schedule, grade, and report issues and provide assistance to the building personnel responsible for maintenance of the school data.
11. Work 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.
12. 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.
13. Work collaboratively with the department of curriculum, building administrators and counselors to develop and enter appropriate course number and codes into the student information system that complies with state requirement and district policy.
14. Ensure the timely provision of Student Records to other districts, colleges, schools, courts and subpoena requests for the same.
15. Manage the Central Records activities and maintain a uniform comprehensive student records and archive management system for the district in accordance with state and district policy and procedures.
16. Regularly evaluate and reflect on professional practices and dispositions to improve and strengthen ability to effectively model and facilitate technology-enhanced learning experiences.
17. Assist teachers and school level administrators in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students.

18. Participated in the school improvement process through goal setting and implementation as well as data analysis for instructional improvement.
19. Identify the need for additional regulations, manuals or other written instructions that describe the student records system and its operating function throughout TPS.
20. Act as Custodian of Student Records and apply the Privacy Act and Freedom of Information Law provisions to records as appropriate.
21. Perform other related duties as determined by the Special Assistant for Performance and Accountability Director of Performance and Accountability.

EVALUATION

The Supervisor of Performance and Accountability shall be evaluated in accordance with Board of Education Policy.