

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
MANAGER
Manager of School Support

JOB TITLE: **Manager of School Support**

REPORTS TO: Assistant Superintendent for Elementary or Secondary Schools

SUPERVISES: Parent Liaisons, Attendance Officers and serves as the Liaison to Security Vendor

NATURE AND SCOPE OF JOB: Focuses on removing the barriers of discipline, safety, chronic absenteeism and truancy to facilitate increased student achievement. The Manager of Student Support shall focus on preserving and protecting the well being of every student by initiating programs, procedures and activities designed for safe and healthy schools.

QUALIFICATIONS:

The Manager of School Support shall:

1. Have a Bachelor's Degree from an accredited college or university (required).
2. Demonstrate knowledge of state and federal laws and regulations related to student discipline, student services and attendance regulations.
3. Demonstrate knowledge of major strands of educational research relating to improving student attendance and decreasing truancy rates.
4. Demonstrate knowledge of the challenges and opportunities in urban schools and issues facing students and families from low-income households.
5. Demonstrate a deep sense of commitment for working with Trenton's children.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate ability to work independently.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. 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.
13. 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.
14. 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.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Manager of School Support shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
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 Manager of School Support shall:

1. Serve as the lead contact among the schools, the parents, the courts, community agencies and police authorities involving matters for student discipline, truancy and potential gang-related activities.
2. Provide oversight and management of the School Safety and Emergency Management Plans.
3. Prepare monthly statistics on student attendance, dropouts, suspensions, HIB complaints/resolutions, student violence and vandalism and presents to the Board as needed.
4. Serve as the lead administrator in the development and maintenance of the District's Crisis and Emergency Response Plan.
5. Provide oversight in the development of the Crisis Management/Emergency Response Plan for each school.
6. Manage the district's initiative for the prevention of school violence the continuation of safe and healthy schools projects and community projects for safe corridors.
7. Serve as the Hearing Officer for all student legal hearings.
8. Manage the District's safety and security program, 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; and coordination of services with local, state and federal law enforcement agencies.
9. Provide oversight and management for the compilation, analyses and submission of substance abuse, and violence and vandalism reports to the Board and federal, state and local agencies as required.
10. Conduct internal investigations of incidents involving students in compliance with laws, administrative code, Board policies and collective bargaining agreements.
11. Serve as the Case Manager/Liaison for parent concerns with the schools.
12. Facilitate meetings between parents and school administrators in order to bring resolution to the concerns.
13. Develop and facilitate professional development opportunities for community representatives.
14. Manage the implementation of the Student Code of Conduct providing for the regular review of the Code of Conduct for parents, families and school personnel and ensuring compliance.
15. Supervise Attendance Officers.
16. Serve as the District's liaison with the vendor who provides security services to the district.
17. Recommend and implement initiatives and programs that support decreasing the dropout rate and improving student attendance.
18. Make recommendations for policies and procedures to improve discipline, safety and student attendance.
19. Serve as the lead to ensure full cooperation among school personnel, counselors and psychologists with juvenile courts, probation officers and welfare agencies in support of our students and families.
20. Serve as the liaison between Family Court and the district concerning cases of delinquency outside of school hours.
21. Develop and support the schools' PTAs/PTOs.

22. Develop and support the school-based Parent Liaisons. Ensure that the Parent Liaisons create active and welcoming Parent Centers.
23. Support school-based events and activities connected to family engagement.
24. Serve as the point of contact for community and faith-based organizations wishing to partner with the Trenton Public Schools.
25. Manage the database of community partnerships.
26. Ensure that existing community partnerships are maximized and new services are connected with schools based on priorities and need.
27. Perform other duties as assigned by the Assistant Superintendent of Elementary or Secondary Schools.

EVALUATION

The Manager of School Support shall be evaluated in accordance with Board of Education Policy.