

AM/PM Supervisors & Monitors at Franklin School

TEACHERS

BRIDGETT O'HARA
JENEYA NELSON
CHERYL LONGO
COURTNEY ANGELINE
SHANNON BURTON
TARA GILLINS
ROSE SAMONSKI
YAKIMA LEAK
DEENA JILES SHU'AIB
SUNNY LONGO
CRYSTAL ADAMS
SHAKIA VIRGIL-KALLAY MICHAEL WHEARY
JESSICA MORALES
MARY ZELEZNIK
ALYSIA ONS
IRIS HILL
STEPHANIE HENDERSON
JOHN WARN
KAREN CASSELL

VONDALYN FANNIN
DAVID BAMBER
KELVIN WILEY
HAILE DONAHOE
SCHAEFFONA GENTRY

MARIE DAVIS
EILEEN KOBNER
DEBBIE DEMPSEY

PARAPROFESSIONALS

BERNICE MITCHELL
SHARISE PAGE
TIFFANY JOHNSON
STEPHANIE PALMS

Attachment 2

AM/PM Supervisors/Monitors

First	Last	HR Section
Jennifer	Porter	Teacher
Denise	Gary	Teacher
Elizabeth	Saunders	Teacher
Susan	Chesner	Teacher
Karen	Abrams	Teacher
Rita	Diggs	Teacher
Jaycenth	Russell	Teacher
Lindsay	Bernstein	Teacher
Karen	McLaughlin	Teacher
Ivy	Smith	Teacher
Domenica	Lopreato	Teacher
Lori	Dennis	Teacher
Amanda	Ely	Teacher
Colleen	Babore	Teacher
Claudia	Wheeler	Teacher
Tamika	Cabell	Teacher
Sharon	Napoleon	Teacher
Susan	Trimble	Teacher
Denise	Hallinan	Teacher
Jennifer	Garcia	Teacher
Bridget	Ross	Teacher
Kimberly	Georgevich	Teacher
Treasure	Moultrie	Teacher
Megan	Connelly	Teacher
Rachael	Siegel	Teacher
Lynn	Vogel	Teacher
Kimberly	Jacquay	Teacher
Glynis	Spencer	Teacher
Erin	Slipp	Teacher
Michelle	Begonja	Teacher
Diesha	Campbell	Teacher
Jillian	Asciolla	Teacher
Autilla	DiPalma	Teacher
Jacquelynn	Rice	Teacher
Phyllis	Brandl	Teacher
Laura	Lariviere	Teacher
Harry	Daguizan	Teacher

Donna Onesha	Miles Moore	Para Para
Ronald	Clark	Para
Valerie	Rivers	Para
Sharlene	Worley	Para
Nicole	Warren	Para
Janaya	Thompson	Para

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

ASSISTANT SUPERINTENDENTS

Assistant Superintendent of Teaching and Learning

JOB TITLE:	DIRECTOR OF SPECIALIZED SERVICES
REPORTS TO:	Chief Academic Officer
SUPERVISES:	Special Education Supervisors, Nursing Supervisor, Child Study Team Members and other staff as assigned

NATURE AND SCOPE OF JOB:

Leads and assumes responsibility for the organization implementation ...

QUALIFICATIONS:

The Director of Specialized Services shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey certificate for School Counselor or Student Personnel (preferred).
3. Hold a Master's Degree from an accredited college or university.
4. Have a minimum of five years administrative or teaching experience and work with students with special needs, demonstrating an understanding of the needs of these students and their families in a school district.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Specialized Services shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Coordinate, administer and schedule services and procedures for referrals for the evaluation, classification and placement in the least restrictive individualized educational program by the Child Study Team for students who are educationally handicapped as required by N.J.A.C. Title 6 Chapters 26 and 28 and other State mandates and guidelines.
3. Administer, schedule and evaluate the Child Study Team process for the development, annual review and third year re-evaluation of Individual Education Plans (IEPs) as required by State and Federal mandates and guidelines. Ensure teacher and parent participation in the process and access to records, following notification and due process requirements when necessary.

EMPLOYMENT TERMS:

The Director of Specialized Services 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.).

EVALUATION:

The Director of Specialized Services shall be evaluated in accordance with Board of Education Policy.

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

TEACHERS Technology Specialist

NATURE AND SCOPE OF JOB:

The innovative learning coach is a full-time position focused on providing teachers with the pedagogical support to effectively leverage technology in the classroom. This position requires a student-centered learning philosophy, creative problem-solving abilities, interpersonal and communication skills.

QUALIFICATIONS:

The Technology Specialist shall:

1. Hold the appropriate New Jersey Teacher certification.
2. Minimum 3 years teaching experience.
3. Be a Google Certified Educator Level 1 or Apple Teacher Certified (preferred).
4. Possess demonstrated leadership skills.
5. Have the ability to effectively communicate with all stakeholders.
6. Have the ability to design, write and implement a curriculum that reflects the content area with respect to concepts, knowledge and skills in terms of current research.
7. Demonstrate knowledge of current research focused on the positive effects of instructional technology on academic achievement.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Technology Specialist shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Identify the needs for technology enhanced teaching. Work with department supervisors and principals to articulate department and school specific needs.
3. Train staff in the utilization of technology devices, software, and apps in instruction.
4. Participate in leadership planning and collaborate with technology vendors, staff, and school leadership to support in the development and execution of instructional technology plans.
5. Assist teachers in the creation and execution of technology projects that are linked to student performance and support the district's curriculum.
6. Implement training programs for teachers in the use of technology and assisting them in implementing this skill through lesson planning and instructional design, focusing on teacher and student success.
7. Lead and support grade level faculty in the integration of effective uses of digital technology through a consistent pattern of strategic outreach and informal support through direct coaching, modeling and co-teaching.

8. Train teachers in and model design and implementation of technology-enhanced learning experiences emphasizing creativity, high-order thinking skills, and critical thinking.
9. Facilitate the selection and use of adaptive and assistive technologies as appropriate to support student learning.
10. Develop and implement long-range plans for technology application in the schools.
11. Model and facilitate safe, healthy, legal, and ethical uses of digital information and technologies.
12. Participate in professional learning and meetings.
13. Collaboratively develop engaging lessons with faculty and provide support through classroom observations, modeling and co-teaching.
14. Nurture and grow student opportunities for leadership in technology.
15. Work closely with the computer teacher and media specialist to fully integrate digital media into instruction and learning.
16. Support district initiatives and proposals that are designed to assist in improving instruction.
17. Create a repository for technology information, which would include sites and links that support district-wide technology development programs.
18. Assist in the design of staff development opportunities, which allow for the infusion of the effective use of technology in the classroom, providing input in creation of the PD plan.
19. Maintain educational research and emerging trends regarding effective use of technology and encourage evaluation of new technologies for their potential to improve engagement and learning.
20. Perform other related duties as assigned by the immediate supervisor.

EMPLOYMENT TERMS:

The Technology Specialist shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits and leave time as specified in the TEA 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.).

EVALUATION:

The Technology Specialist shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

TEACHERS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

ASSISTANT SUPERINTENDENTS

Assistant Superintendent of Teaching and Learning

JOB TITLE: ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

REPORTS TO: Superintendent

SUPERVISES: Special Assistant for Research, Assessment, and Evaluation, Director of Secondary Education, Director of Elementary Education, Director of Innovation and Technology, Instructional Supervisors and other staff as designated.

NATURE AND SCOPE OF JOB:

The Assistant Superintendent of Teaching and Learning shall oversee, coordinate and supervise the curriculum, instruction and assessment programs in the District in order to ensure all students are receiving an efficient and effective instructional program.

QUALIFICATIONS:

The Assistant Superintendent of Teaching and Learning shall:

1. Hold a New Jersey School Administrator certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq.
2. Have a minimum of five years' administrative experience as a principal, director, or supervisor in a school district
3. Have excellent administrative experience and experience in working with Board members, the public, parents, students, faculty and staff.
4. 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.
5. Demonstrate skills in leadership and human resource management, communications, quantitative and qualitative decision-making, finance, educational law, school facilities government, community relations and management of district operations.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
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 students, staff, administration, parents and the community.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Superintendent of Teaching and Learning shall:

1. Responsible for the development, implementation and supervision of the District's curriculum.
2. Responsible for the oversight, implementation, and monitoring of the District's strategic plan and instructional plan.
3. Responsible for the District's assessment program.
4. Responsible for planning, organizing, supervising and evaluating a comprehensive staff development program that addresses identified staff needs, supports the District's strategic and instructional plan and focuses on student achievement in each of the New Jersey Student Learning Standards.
5. Provide structure for periodic measurement and evaluation of the success of the curriculum, in terms of the educational growth and achievement of students.
6. Provide for the introduction of relevant innovative programs, revised methodology and new books, materials and technology for upgrading and updating the curriculum
7. Recommend to the Superintendent the addition of new courses, grade placement, graduation requirements, etc.
8. Develop curriculum guides to be distributed to staff and/or other concerned parties.
9. Provide district-wide leadership and guidance for the scheduling and organizing for grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional programs in the schools.
10. Plan and present a series of meetings each year for the purpose of interpreting to the Board and to the parents and public at large, the educational programs of the schools.
11. Coordinate the selection of textbooks and instructional materials throughout the District through the use of faculty committees and recommend those selected to the Superintendent for adoption by the Board.
12. Meet on a regular basis with all instructional Directors for the purpose of maintaining ongoing supervision, coordination and implementation of the District's curriculum.
13. Conduct classroom observations and provide supervision/evaluation of Directors and Instructional Supervisors (with input from building principals).
14. Prepare drafts of Board policies and administrative guidelines for the Superintendent's review and/or Board action.
15. Attend Board meetings and prepare such reports as the Superintendent may request.
16. Monitor the purchasing of instructional materials and equipment.
17. Evaluate the performance of assigned personnel in accordance with law, code and Board policy.
18. Plan, organize, implement, supervise, coordinate and evaluate curricula to ensure that each student meets and exceeds the New Jersey Student Learning Standards.
19. Organize and administer the assessment program to measure student performance in the New Jersey Student Learning Standards. Collect, analyze and distribute data regarding the needs and achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
20. Collect and analyze test data and maintain longitudinal study of all test data with an emphasis on student growth and achievement.
21. Coordinate, advise and direct the supervisors and other assigned personnel on matters related to curriculum, instruction, the writing of proposals to procure State, Federal and private funds and monitoring.

22. Oversee compliance with Federal, State, county and local program regulations, to collect and report required data and to insure that applications, reports, evaluations, etc. are submitted in a timely fashion.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.
25. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

EMPLOYMENT TERMS:

The Assistant Superintendent of Teaching and Learning shall be employed in accordance with an individual contract negotiated with the Board of Education at the time of employment and at intervals specified by law and administrative code.

EVALUATION:

The Assistant Superintendent of Teaching and Learning shall be evaluated by the Superintendent in accordance with Board of Education Policy.

Board Approval Date – May 22, 2017

DIRECTORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Elementary Education

JOB TITLE: **DIRECTOR OF ELEMENTARY EDUCATION**

REPORTS TO: Assistant Superintendent of Teaching and Learning

SUPERVISES Supervisor of Humanities, Elementary and Supervisor of STEM, Elementary and other staff as assigned

NATURE AND SCOPE OF JOB:

The Director of Elementary Education oversees all instructional programs that impact students at the elementary grade levels. In collaboration with the Elementary Supervisors, the Director will ensure the necessary supports are in place to successfully implement the District's strategic plan, instructional plan, and professional development plan.

QUALIFICATIONS:

The Director of Elementary Education shall:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. Have a minimum of three years successful teaching experience.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
8. Demonstrates the ability to learn and implement current technologies and educational software.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Elementary Education shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Implement the District's strategic plan and instructional plans.
3. Assist in the development and implementation of the District's professional development plan and assessment calendar.

4. Collect and analyze instructional, assessment, observation, and evaluation data and make recommendations to the direct supervisor for improved academic growth and achievement.
5. Evaluate staff utilizing the Board Approved evaluation tool.
6. Oversee the Humanities and STEM programming at the elementary level.
7. Develop and sustain external partnerships.
8. Participate in curriculum auditing and make recommendations for course offerings.
9. Prepares and submits a yearly budget.
10. Assists in state and district reporting.
11. Plans and conducts professional development at school and district levels.
12. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
13. Work cooperatively and collectively with principals, assistant principals, teachers, certificated and non-certificated staff, and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
14. Interpret the District's instructional program to parents and the community.
15. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies:
 - a. Is aware of Board policies governing or related to educational programs.
 - b. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
 - c. Inform appropriate staff of new and/or changes to guidelines and procedures.
16. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

The Director of Elementary Education 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.).

EVALUATION:

The Director of Elementary Education shall be evaluated in accordance with Board of Education Policy.

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Equity and English Learners

JOB TITLE:	DIRECTOR OF EQUITY AND ENGLISH LEARNERS
REPORTS TO:	Assistant Superintendent of Student Services
SUPERVISES	Supervisors of Bilingual, ESL, and World Languages; Equity/English Learners Program Managers

NATURE AND SCOPE OF JOB:

The Director of Equity and English Learners will promote a culture of inclusion and embracing differences as a strategic opportunity to lead the District's effort to build a culture of equity and inclusion for all students, families, employees, and community. The Director will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource. The position supports the District's mission by providing direction and coordinating leadership to promote equity throughout the institution through a cross-disciplinary approach.

The Director of Equity will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource. The Director will also oversee the development and implementation of English Learner programs, curriculum and assessment as well as supervise and evaluate the delivery of instruction in compliance with Board Goals, district and building policies and procedures for the purpose of advancing student performance of English Learners.

QUALIFICATIONS:

The Director of Equity and English Learners:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. Have experience leading English Learner programs and or equity/diversity programs.
5. Experience working successfully in a diverse, multicultural environment.
6. Be a strategic thinker with strong communication, organization, and interpersonal skills.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
9. Meet such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Equity and English Learners shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Acts as a liaison with administrative school personnel to assure proper articulation for initiating, developing, and implementing district policies and procedures.
3. Consults with administrators, teachers, and other employees of the district in regard to federal, state, and local matters, as applicable.
4. Keeps abreast of any federal and state programs, grants, or opportunities which may be educationally beneficial to specific student subgroups and implement such programs where applicable and practical.
5. Develop a 3-Year Bilingual/ESL Plan as it pertains to the needs of the specific student subgroups, district policies and procedures, district strategic goals, program development, staff development, and supplemental materials and supplies for the district.
6. Responsible for budget preparation in conjunction with the Superintendent as it pertains to federal, state, and local programs.
7. Responsible for initiating purchase orders for supplies, equipment, and materials for the efficient operation of local, federal and state funded programs for the district.
8. Work cooperatively and collectively with Principals, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
9. Ensure coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating frequently with supervisors and Principals on a regular basis.
10. Plan, organize, implement, supervise, coordinate and evaluate programs in compliance with the New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations.
11. Use data to develop, interpret, and disseminate a plan for school improvement.
12. Conducts administrative, grade-level, and departmental meetings/workshops on matters pertaining to curriculum and instructional interventions, English learners, and school culture and climate in order to effect horizontal and vertical continuity and consistency.
13. Evaluate staff utilizing the Board Approved evaluation tool.
14. Manage personnel effectively to meet program, school, and district needs and objectives.
15. Develop and supervise an effective and comprehensive program of Bilingual/ESL/ World Languages Education, which encompasses all areas of the curriculum.
16. Provide leadership to Bilingual/ESL staff in coordinating their efforts in educational matters with the rest of the school.
17. Meets on a regular basis with all principals, educational professionals, and guidance personnel for the purpose of maintaining ongoing supervision, coordination and implementation of the district's professional development and strategic goals.
18. Oversee the development, implementation and evaluation of pre-service and inservice training programs for Bilingual/ESL personnel.
19. Develop all Bilingual/ESL curriculum guides and materials prepared by and to be distributed among the instructional staff.
20. Evaluate lesson plans and observe classes on a regular basis.
21. Recommend staffing needs and assist with the recruitment and selection of new Bilingual, ESL personnel. Provide orientation and monitor the performance of new staff.
22. Provide opportunities for effective staff development that address the needs of the instructional program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
23. Develop, implement and monitor programs and processes that promote and sustain equity and diversity throughout the district.

24. Develop and implement strategies to monitor and evaluate district-wide progress toward eliminating the achievement disparities among students of all racial and economic groups
25. Collaborate with district committees and key stakeholders to develop and sustain classroom practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
26. Collaborate with the Assistant Superintendent of Teaching and Learning to ensure curriculum is equitable, unbiased and reflective of the district's diversity.
27. Design and coordinate professional development in the areas of equity.
28. Provide assistance, coaching and consultation to individuals and groups regarding equity and cross-cultural competency.
29. Act as the administration liaison to the school-based groups formed to address equity issues. Coordinate these efforts with School Improvement Plan Teams and other appropriate groups.
30. Work with human resources to ensure recruitment processes that reduce the disparity between the diversity in our student population and our faculty.
31. Solicit feedback and support efforts of parent groups advocating for traditionally underserved students.
32. Support student-based equity initiatives at the schools.
33. Remain current with the scholarship, pedagogy and theoretical underpinnings of equity education and cultural competence.
34. Be responsible for the 3-year Comprehensive Equity Plan and yearly review of equity practices.
35. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
36. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

The Director of Equity and English Learners 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.).

EVALUATION:

The Director of Equity and English Learners shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

DIRECTORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Innovation and Technology

JOB TITLE: **DIRECTOR OF INNOVATION AND TECHNOLOGY**

REPORTS TO: Assistant Superintendent Teaching and Learning

SUPERVISES Network Coordinators, Information Technology Analysts, Technology Support Specialists.

NATURE AND SCOPE OF JOB:

The Director is an innovative, creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. Oversees the development, organization, implementation, coordination, and evaluation of technology across the district. Supports research-based practices involving digital tools and integration of technology into daily practical classroom use. The Director engages with administrators, educators, support personnel, parents and students to extend responsible and creative use of technology.

QUALIFICATIONS:

The Director of Innovation and Technology shall:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. At least three years experience with the use of technology, computers, networking, and information systems in a school or professional setting.
5. Successful experience implementing various technologies and educational software in instructional and classroom settings.
6. Hold PowerSchool IPT and PowerTeacher Pro Certification (preferred).
7. Demonstrate background and experience in state standardized assessments.
8. Hold one of the following certifications: Google Certified Educator Level 1 and 2 and/or Trainer, Microsoft Certified Educator, Apple Certified Educator (preferred).
9. Be a strategic thinker with strong communication, organization, and interpersonal skills.
10. Have the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.
11. Have experience with Remote Learning, Distance Learning, and Hybrid Learning Programs.
12. Knowledge of privacy laws and digital literacy for staff and students.
13. Hold and maintain a valid driver's license with no serious violations.
14. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Innovation and Technology shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Be responsible for planning, implementing, directing, and maintaining the district's use of educational technology within the instructional curriculum.
3. Evaluate and provide recommendations to complement classroom instruction with software applications and computer technology.
4. Oversee staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.
5. Collaborate and coordinate the design, planning, support, professional development and implementation of technology throughout the district.
6. Lead, in collaboration with steering committees, in the development, evaluation, and implementation of the District's Technology Plan.
7. Oversee the district's Distance Learning Plan.
8. Upgrade infrastructure to support strategic initiatives.
9. Design and Implement the educational technology support model.
10. Evaluate staff utilizing the Board Approved evaluation tool.
11. Manage personnel effectively to meet program, school, and district needs and objectives.
12. Direct, analyze and evaluate a variety of program related data (e.g. student assessments, teacher assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources.
13. Identify, develop, and report program related technology assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy, and technology use.
14. Participate in meetings, workshops and seminars for the purpose of representing the District to external individuals and/or organizations.
15. Communicate effectively with employees and stakeholders to troubleshoot and improve systems.
16. Communicate with parents, employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation.
17. Responsible for the administration of the District's internet and website and developing and implementing the web publishing policies.
18. Serve as the point person responsible for the timely dissemination of reports.
19. Create a district-wide list of standards for technology equipment, software, and services.
20. Institute a refresh cycle program for district technology, with inventory of all electronic devices.
21. Implement the print management program (copiers, printers, paper usage).
22. Provide direct support to school leaders in decision-making and professional development around the integration of technology into the curriculum.
23. Visit schools and communicate with instructional staff to identify technology needs that support instruction as well as leveraging technology in the delivery of instruction
24. Keep current with trends and issues in the technology industry, including current technologies and prices. Advise, counsel, and educate district staff, faculty, and management on their competitive or financial impact.

25. 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
26. Collaborate with administrators and instructional staff in regards to effective use of technology tools and resources to systematically collect and analyze pertinent data, interpret results and communicate findings to improve instructional practice and maximize student learning
27. Coach teachers in and model the use of online and blended learning, digital content and collaborative learning networks to support and extend student learning, as well as expand opportunities for online professional development for teachers and administrators
28. Introduce teachers and administrators to new technology integration methods, materials and instructional strategies that have proven to increase student achievement
29. Participate in the school improvement process through goal-setting and implementation, as well as data analysis for instructional improvement
30. Work collaboratively and communicate effectively with District-level instructional supervisors, guidance supervisor and school administrators to evaluate, select and implement technology-enhanced learning experiences addressing content standards and student technology standards
31. Identify technology integration competencies among instructional staff, in collaboration with school administrators, and deliver appropriate coaching, training, and resources to support the professional growth of individuals
32. Evaluate results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning
33. Model and promote digital citizenship by facilitating safe, healthy, legal and ethical use of digital information and technologies
34. Coordinate with school and technical support staff for timely reporting of equipment needing repair or other support issues, as well as ensuring the smooth and successful deployment of new technologies to include troubleshooting basic software, hardware and connectivity problems common to digital learning environments
35. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
36. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

The Director of Innovation and Technology 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.).

EVALUATION:

The Director of Innovation and Technology shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

DIRECTORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Secondary Education

JOB TITLE: **DIRECTOR OF SECONDARY EDUCATION**

REPORTS TO: Assistant Superintendent of Teaching and Learning

SUPERVISES Supervisor of Humanities, Secondary and Supervisor of STEM, Secondary and other staff as assigned

NATURE AND SCOPE OF JOB:

The Director of Secondary Education oversees all instructional programs that impact students at the secondary grade levels. In collaboration with the Secondary Supervisors, the Director will ensure the necessary supports are in place to successfully implement the District's strategic plan, instructional plan, and professional development plan.

QUALIFICATIONS:

The Director of Secondary Education shall:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. Have a minimum of three years successful teaching experience.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
8. Demonstrates the ability to learn and implement current technologies and educational software.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Secondary Education shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Implement the District's strategic plan and instructional plans.
3. Assist in the development and implementation of the District's professional development plan and assessment calendar.

4. Collect and analyze instructional, assessment, observation, and evaluation data and make recommendations to direct supervisor for improved academic growth and achievement .
5. Evaluate staff utilizing the Board Approved evaluation tool.
6. Oversee Career Readiness (CTE) programs for the district.
7. Conduct research on local, national, and global job projections, make program recommendations, and lead development of these programs based on the projections
8. Assist in the development of the District's 5-year CTE plan
9. Overseeing the Dual Credit and Advanced Placement programs
10. Oversee the Humanities and STEM programming at the secondary level
11. Develop and sustain external partnerships
12. Participate in curriculum auditing and make recommendations for course offerings
13. Prepares and submits a yearly budget
14. Assists in state and district reporting
15. Plans and conducts professional development at school and district levels
16. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
17. Work cooperatively and collectively with principals, assistant principals, teachers, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
18. Interpret the District's instructional program to parents and the community.
19. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies:
 - a. Is aware of Board policies governing or related to educational programs.
 - b. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
 - c. Inform appropriate staff of new and/or changes to guidelines and procedures
20. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning

EMPLOYMENT TERMS:

The Director of Secondary Education 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.).

EVALUATION:

The Director of Secondary Education shall be evaluated in accordance with Board of Education Policy.

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

TEACHERS

Gifted and Talented Teacher

JOB TITLE: GIFTED AND TALENTED TEACHER

REPORTS TO: Principal

NATURE AND SCOPE OF JOB:

Provide identified gifted and talented students with appropriate learning experiences and activities that are designed to develop potential for intellectual, emotional, physical, and social growth that lead to advanced academic achievement and to function successfully in society.

QUALIFICATIONS:

The Gifted and Talented Teacher shall:

1. Hold a Bachelor's degree from accredited college or university.
2. Hold the appropriate New Jersey teacher certification; dual certification preferred.
3. Have a minimum of 4 years of successful teaching experience preferably in an urban school district.
4. Have knowledge of the educational needs of gifted and talented students.
5. Have knowledge of strategies and resources for the education of gifted and talented students.
6. Have knowledge of curriculum and instruction design and implementation.
7. Have knowledge of assessment principles and design.
8. Have the ability to interpret diagnostic, formative, and summative assessment data.
9. Have strong organizational, communication, and interpersonal skills.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Gifted and Talented Teacher shall:

1. Assist with identifying gifted and talented students, including review of student data and student testing.
2. Develop and implement lesson plans that fulfill the requirements of the gifted and talented program.
3. Integrate Renzulli principles within the overall instructional program of gifted students.
4. Plan a program of study that meets the individual needs, interest, and ability of gifted students based on the district's goals and objectives.
5. Plan and use appropriate instructional strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
6. Employ a variety of instructional techniques and media which meet the needs and capabilities of gifted students.
7. Design and implement interdisciplinary units of study.

8. Use open-ended and problem solving approaches of instruction.
9. Conduct student assessments and adapt curriculum and lesson plans accordingly, providing differentiation and extensions of lessons and implement changes based on the findings.
10. Work cooperatively with the school staff and community to address gifted student's needs.
11. Build professional relationships with colleagues, community, and parents.
12. Create a classroom environment conducive to learning.
13. Manage student behavior in the classroom and administer discipline according to board policies, and regulations.
14. Assist with the selection and purchase of supplemental equipment and supplies for the program.
15. Use technologies in the teaching\learning process.
16. Be a positive role model that supports the vision statement of the district.
17. Any other assignment deemed appropriate by the building principal.

EMPLOYMENT TERMS:

The Gifted and Talented Teacher shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits and leave time as specified in the TEA 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.).

EVALUATION:

The Gifted and Talented Teacher shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

TEACHERS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Equity and English Learners

JOB TITLE: **DIRECTOR OF EQUITY AND ENGLISH LEARNERS**

REPORTS TO: Assistant Superintendent of Student Services

SUPERVISES Supervisors of Bilingual, ESL, and World Languages; Equity/English Learners
Program Managers

NATURE AND SCOPE OF JOB:

The Director of Equity and English Learners will promote a culture of inclusion and embracing differences as a strategic opportunity to lead the District's effort to build a culture of equity and inclusion for all students, families, employees, and community. The Director will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource. The position supports the District's mission by providing direction and coordinating leadership to promote equity throughout the institution through a cross-disciplinary approach.

The Director of Equity will guide efforts to define, assess, nurture, and cultivate diversity as an institutional and educational resource. The Director will also oversee the development and implementation of English Learner programs, curriculum and assessment as well as supervise and evaluate the delivery of instruction in compliance with Board Goals, district and building policies and procedures for the purpose of advancing student performance of English Learners.

QUALIFICATIONS:

The Director of Equity and English Learners:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. Have experience leading English Learner programs and or equity/diversity programs.
5. Experience working successfully in a diverse, multicultural environment.
6. Be a strategic thinker with strong communication, organization, and interpersonal skills.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
9. Meet such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Equity and English Learners shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Acts as a liaison with administrative school personnel to assure proper articulation for initiating, developing, and implementing district policies and procedures.
3. Consults with administrators, teachers, and other employees of the district in regard to federal, state, and local matters, as applicable.
4. Keeps abreast of any federal and state programs, grants, or opportunities which may be educationally beneficial to specific student subgroups and implement such programs where applicable and practical.
5. Develop a 3-Year Bilingual/ESL Plan as it pertains to the needs of the specific student subgroups, district policies and procedures, district strategic goals, program development, staff development, and supplemental materials and supplies for the district.
6. Responsible for budget preparation in conjunction with the Superintendent as it pertains to federal, state, and local programs.
7. Responsible for initiating purchase orders for supplies, equipment, and materials for the efficient operation of local, federal and state funded programs for the district.
8. Work cooperatively and collectively with Principals, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
9. Ensure coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating frequently with supervisors and Principals on a regular basis.
10. Plan, organize, implement, supervise, coordinate and evaluate programs in compliance with the New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations.
11. Use data to develop, interpret, and disseminate a plan for school improvement.
12. Conducts administrative, grade-level, and departmental meetings/workshops on matters pertaining to curriculum and instructional interventions, English learners, and school culture and climate in order to effect horizontal and vertical continuity and consistency.
13. Evaluate staff utilizing the Board Approved evaluation tool.
14. Manage personnel effectively to meet program, school, and district needs and objectives.
15. Develop and supervise an effective and comprehensive program of Bilingual/ESL/ World Languages Education, which encompasses all areas of the curriculum.
16. Provide leadership to Bilingual/ESL staff in coordinating their efforts in educational matters with the rest of the school.
17. Meets on a regular basis with all principals, educational professionals, and guidance personnel for the purpose of maintaining ongoing supervision, coordination and implementation of the district's professional development and strategic goals.
18. Oversee the development, implementation and evaluation of pre-service and inservice training programs for Bilingual/ESL personnel.
19. Develop all Bilingual/ESL curriculum guides and materials prepared by and to be distributed among the instructional staff.
20. Evaluate lesson plans and observe classes on a regular basis.
21. Recommend staffing needs and assist with the recruitment and selection of new Bilingual, ESL personnel. Provide orientation and monitor the performance of new staff.
22. Provide opportunities for effective staff development that address the needs of the instructional program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
23. Develop, implement and monitor programs and processes that promote and sustain equity and diversity throughout the district.

24. Develop and implement strategies to monitor and evaluate district-wide progress toward eliminating the achievement disparities among students of all racial and economic groups
25. Collaborate with district committees and key stakeholders to develop and sustain classroom practices that work to maintain high achievement and eliminate the racial and economic predictability and disproportionality of student achievement.
26. Collaborate with the Assistant Superintendent of Teaching and Learning to ensure curriculum is equitable, unbiased and reflective of the district's diversity.
27. Design and coordinate professional development in the areas of equity.
28. Provide assistance, coaching and consultation to individuals and groups regarding equity and cross-cultural competency.
29. Act as the administration liaison to the school-based groups formed to address equity issues. Coordinate these efforts with School Improvement Plan Teams and other appropriate groups.
30. Work with human resources to ensure recruitment processes that reduce the disparity between the diversity in our student population and our faculty.
31. Solicit feedback and support efforts of parent groups advocating for traditionally underserved students.
32. Support student-based equity initiatives at the schools.
33. Remain current with the scholarship, pedagogy and theoretical underpinnings of equity education and cultural competence.
34. Be responsible for the 3-year Comprehensive Equity Plan and yearly review of equity practices.
35. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
36. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

The Director of Equity and English Learners 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.).

EVALUATION:

The Director of Equity and English Learners shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

DIRECTORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

TEACHERS Learning Loss Teacher

NATURE AND SCOPE OF JOB:

To help students learn subject matter, skills, attitudes and knowledge that will enable them to function in society as mature, able, responsible and contributing men and women.

QUALIFICATIONS:

The Learning Loss Teacher shall:

1. Hold a Bachelor's Degree from an accredited college or university.
2. Hold an Elementary New Jersey Teacher certification.
3. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Learning Loss Teacher shall:

1. Establish and promote high standards and expectations for students for academic performance.
2. Implement the Office of Teaching and Learning Instructional Plan for MTSS/RTI.
3. Plan to meet the individual needs, abilities, and interests of all students assigned.
4. Plan and implement sequential learning experiences, based on the use of data, for students in the content area, using a variety of instructional strategies that are consistent with the district's instructional curriculum goals, and school level objectives.
5. Plan and implement instruction for students to meet the New Jersey Student Learning Standards for English Language Arts and Mathematics.
6. Create a research-based learning environment that is appropriate to the maturity and interests of the students.
7. Conduct student assessments to identify those eligible for intervention services, to plan instruction, and/or to assist staff members in learning various assessment techniques. Assess the accomplishments of students on a regular basis and provide progress reports as required.
8. Design individual learning plans based on assessment data.
9. Work collaboratively with teachers to develop and implement classroom-based, developmentally appropriate interventions for individual students and groups of students to enhance their acquisition of academic skills (Tier 2 and Tier 3).
10. Assist teachers in collecting and using student achievement data to inform instructional decisions at the classroom and school level.
11. Provides direct instruction to students identified as eligible for math and/or ELA services in individual, and/or small group settings.
12. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program.

13. Employ a variety of methods for students to demonstrate learning and academic growth.
14. Maintain records of lesson plans, and records of children's performance.
15. Collaborate with parents and to link them to various resources and recommended services.
16. Use a variety of manipulatives and hands-on activities to support content standards and the needs and capabilities of the individuals or student groups involved.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Conducts or participates in needed parent conferences and telephone conferences.
19. Implement a variety of universal and individual assessment tools in the assessment 'of' and 'for' student learning.
20. Participate in team meetings to plan, reflect and problem solve implementation. strategies and discuss student progress.
21. Assist in the selection of books, equipment and other instructional materials.
22. Perform other related duties as assigned by the immediate supervisor.

EMPLOYMENT TERMS:

The Learning Loss Teacher shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits and leave time as specified in the TEA 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.).

EVALUATION:

The Learning Loss Teacher shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

TEACHERS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

Supervisor of Humanities Elementary

JOB TITLE: SUPERVISOR OF HUMANITIES ELEMENTARY

REPORTS TO: Director of Elementary

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination and evaluation of the elementary instructional programs in literacy and social studies to ensure that all students meet and exceed the state requirements. Achieving excellence requires that the Supervisor works collaboratively with administrators in order to lead and nurture members of the staff and communicates effectively with parents, members of the community and colleagues in other districts.

QUALIFICATIONS:

The Supervisor of Humanities Elementary shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey standard certificate in English Language Arts or Social Studies or is highly qualified in English with a passed Praxis Exam.
3. Hold a Master's Degree (preferably in Education) from an accredited college or university.
4. Have a minimum of five years successful teaching experience in a school district.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
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 students, staff, administration, parents and the community.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Humanities Elementary shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.

2. Work cooperatively and collectively with principals, assistant principals, teachers, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the elementary and secondary levels of the instructional program by communicating frequently with the Directory of Elementary and the Assistant Superintendent of Teaching and Learning, Principals, and Supervisors on a regular basis.
4. Evaluate staff utilizing the Board Approved evaluation tool.
5. Work closely with teachers in order to improve performance in the classroom.
6. Visit classrooms regularly and provide assistance to teachers in improving existing strengths and in overcoming problems related to their teaching performance.
7. Provide professional development activities to improve teaching and learning.
8. Develop mathematics and science curricular goals and objectives and upon Board approval, implement and plan to attain the goals and objectives.
9. Prepare and monitor an annual plan for curriculum development, maintenance, evaluation and revision.
10. Work with teachers, consultants and administrators to monitor progress toward curricular goals and objectives.
11. Is cognizant of the state monitoring process including goals and objectives for the Trenton Public Schools.
12. Develop textbook/instructional materials lists for board approval.
13. Is responsible for the implementation of the curriculum, including the integration of technology across all content areas.
14. Develop and implement an ongoing program of curriculum evaluation.
15. Prepare an annual plan for program evaluation.
16. Conduct an annual evaluation.
17. Prepare a summative evaluation of program accomplishments and areas for improvement.
18. Interpret the District's instructional program to parents and the community
19. Attend meetings of District and school organizations to interpret the District's programs.
20. Make periodic reports to the Board and public on the status of the District's programs.
21. Distribute relevant program materials.
22. Provide program-oriented professional development for teachers and other stakeholders
23. Plan, develop and schedule appropriate professional development in cooperation with principals. Inform teachers about sources of information to assist in improving instruction.
24. Assist with monitoring the instructional program.
25. Coordinate effective programming regarding literacy and social studies initiatives with appropriate staff members.
26. Assist immediate supervisor with identifying and selecting advanced programming as part of District efforts to establish and implement literacy programs.
27. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies
28. Is aware of Board policies governing or related to educational programs.
29. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
30. Inform appropriate staff of new and/or changes to guidelines and procedures.
31. Support the District's early literacy initiative by integrating literacy into the content areas.
32. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
33. Perform other related duties as determined by the Assistant Superintendent of Teaching and Learning.

EMPLOYMENT TERMS:

The Supervisor of Humanities Elementary 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.).

EVALUATION:

The Supervisor of Humanities Elementary shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

SUPERVISORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

Supervisor of Humanities Secondary

JOB TITLE: SUPERVISOR OF HUMANITIES SECONDARY

REPORTS TO: Director of Secondary

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination and evaluation of the secondary instructional programs in literacy and social studies to ensure that all students meet and exceed the state requirements. Achieving excellence requires that the Supervisor works collaboratively with administrators in order to lead and nurture members of the staff and communicates effectively with parents, members of the community and colleagues in other districts.

QUALIFICATIONS:

The Supervisor of Humanities Secondary shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey standard certificate in English/Language Arts or Social Studies.
3. Hold a Master's Degree (preferably in Education) from an accredited college or university.
4. Have a minimum of five years successful teaching experience in a school district.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
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 students, staff, administration, parents and the community.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Humanities Secondary shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.

2. Work cooperatively and collectively with principals, assistant principals, teachers, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the elementary and secondary levels of the instructional program by communicating frequently with the Directory of Secondary and the Assistant Superintendent of Teaching and Learning, Principals, and Supervisors on a regular basis.
4. Evaluate staff utilizing the Board Approved evaluation tool.
5. Work closely with teachers in order to improve performance in the classroom.
6. Visit classrooms regularly and provide assistance to teachers in improving existing strengths and in overcoming problems related to their teaching performance.
7. Provide professional development activities to improve teaching and learning.
8. Develop mathematics and science curricular goals and objectives and upon Board approval, implement and plan to attain the goals and objectives.
9. Prepare and monitor an annual plan for curriculum development, maintenance, evaluation and revision.
10. Work with teachers, consultants and administrators to monitor progress toward curricular goals and objectives.
11. Is cognizant of the state monitoring process including goals and objectives for the Trenton Public Schools.
12. Develop textbook/instructional materials lists for board approval.
13. Is responsible for the implementation of the curriculum, including the integration of technology across all content areas.
14. Develop and implement an ongoing program of curriculum evaluation.
15. Prepare an annual plan for program evaluation.
16. Conduct an annual evaluation.
17. Prepare a summative evaluation of program accomplishments and areas for improvement.
18. Interpret the District's instructional program to parents and the community
19. Attend meetings of District and school organizations to interpret the District's programs.
20. Make periodic reports to the Board and public on the status of the District's programs.
21. Distribute relevant program materials.
22. Provide program-oriented professional development for teachers and other stakeholders
23. Plan, develop and schedule appropriate professional development in cooperation with principals. Inform teachers about sources of information to assist in improving instruction.
24. Assist with monitoring the instructional program.
25. Coordinate effective programming regarding literacy and social studies initiatives with appropriate staff members.
26. Assist immediate supervisor with identifying and selecting advanced programming as part of District efforts to establish and implement literacy programs.
27. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies
28. Is aware of Board policies governing or related to educational programs.
29. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
30. Inform appropriate staff of new and/or changes to guidelines and procedures.
31. Support the District's early literacy initiative by integrating literacy into the content areas.
32. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
33. Perform other related duties as determined by the Assistant Superintendent of Teaching and Learning.

EMPLOYMENT TERMS:

The Supervisor of Humanities Secondary 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.).

EVALUATION:

The Supervisor of Humanities Secondary shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

SUPERVISORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

Supervisor of STEM Elementary

JOB TITLE: SUPERVISOR OF STEM ELEMENTARY

REPORTS TO: Director of Elementary

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination and evaluation of the elementary instructional programs in science, technology, engineering and mathematics to ensure that all students meet and exceed the state requirements. Achieving excellence requires that the Supervisor works collaboratively with administrators in order to lead and nurture members of the staff and communicates effectively with parents, members of the community and colleagues in other districts.

QUALIFICATIONS:

The Supervisor of STEM Elementary shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey standard certificate in Mathematics or a mathematical based Science (Physics; Chemistry; Physical Science) or is highly qualified in mathematics with a passed Praxis Exam.
3. Hold a Master's Degree from an accredited college or university.
4. Have a minimum of five years successful teaching experience in a school district.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
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 students, staff, administration, parents and the community.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of STEM Elementary shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Work cooperatively and collectively with principals, assistant principals, teachers, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the elementary and secondary levels of the instructional program by communicating frequently with the Director of Elementary and the Assistant Superintendent of Teaching and Learning, Principals, and Supervisors on a regular basis.
4. Evaluate staff utilizing the Board Approved evaluation tool.
5. Work closely with teachers in order to improve performance in the classroom.
6. Visit classrooms regularly and provide assistance to teachers in improving existing strengths and in overcoming problems related to their teaching performance.
7. Provide professional development activities to improve teaching and learning.
8. Develop mathematics and science curricular goals and objectives and upon Board approval, implement and plan to attain the goals and objectives.
9. Prepare and monitor an annual plan for curriculum development, maintenance, evaluation and revision.
10. Work with teachers, consultants and administrators to monitor progress toward curricular goals and objectives.
11. Is cognizant of the state monitoring process including goals and objectives for the Trenton Public Schools.
12. Develop textbook/instructional materials lists for board approval.
13. Is responsible for the implementation of the curriculum, including the integration of technology across all content areas.
14. Develop and implement an ongoing program of curriculum evaluation.
15. Prepare an annual plan for program evaluation.
16. Conduct an annual evaluation.
17. Prepare a summative evaluation of program accomplishments and areas for improvement.
18. Interpret the District's instructional program to parents and the community
19. Attend meetings of District and school organizations to interpret the District's programs.
20. Make periodic reports to the Board and public on the status of the District's programs.
21. Distribute relevant program materials.
22. Provide program-oriented professional development for teachers and other stakeholders
23. Plan, develop and schedule appropriate professional development in cooperation with principals. Inform teachers about sources of information to assist in improving instruction.
24. Assist with monitoring the instructional program.
25. Coordinate effective programming regarding STEM initiatives with appropriate staff members.
26. Assist immediate supervisor with identifying and selecting advanced programming as part of District efforts to establish and implement science and mathematics programs.
27. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies
28. Is aware of Board policies governing or related to educational programs.
29. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
30. Inform appropriate staff of new and/or changes to guidelines and procedures.
31. Support the District's early literacy initiative by integrating literacy into the content areas.
32. Supervise the implementation of the Progressive Science Initiative (PSI) and Progressive Mathematics Initiative (PMI) as appropriate.

33. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.
34. Perform other related duties as determined by the Assistant Superintendent of Teaching and Learning.

EMPLOYMENT TERMS:

The Supervisor of STEM Elementary 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.).

EVALUATION:

The Supervisor of STEM Elementary shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

SUPERVISORS

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

Supervisor of STEM Secondary

JOB TITLE: SUPERVISOR OF STEM SECONDARY

REPORTS TO: Director of Secondary

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination and evaluation of the secondary instructional programs in science, technology, engineering and mathematics to ensure that all students meet and exceed the state requirements. Achieving excellence requires that the Supervisor works collaboratively with administrators in order to lead and nurture members of the staff and communicates effectively with parents, members of the community and colleagues in other districts.

QUALIFICATIONS:

The Supervisor of STEM Secondary shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a New Jersey standard certificate in Mathematics or Science.
3. Hold a Master's Degree (preferably in Education) from an accredited college or university.
4. Have a minimum of five years successful teaching experience in a school district.
5. 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.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
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 students, staff, administration, parents and the community.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of STEM Secondary shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.

2. Work cooperatively and collectively with principals, assistant principals, teachers, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the elementary and secondary levels of the instructional program by communicating frequently with the Directory of Secondary and the Assistant Superintendent of Teaching and Learning, Principals, and Supervisors on a regular basis.
4. Evaluate staff utilizing the Board Approved evaluation tool.
5. Work closely with teachers in order to improve performance in the classroom.
6. Visit classrooms regularly and provide assistance to teachers in improving existing strengths and in overcoming problems related to their teaching performance.
7. Provide professional development activities to improve teaching and learning.
8. Develop mathematics and science curricular goals and objectives and upon Board approval, implement and plan to attain the goals and objectives.
9. Prepare and monitor an annual plan for curriculum development, maintenance, evaluation and revision.
10. Work with teachers, consultants and administrators to monitor progress toward curricular goals and objectives.
11. Is cognizant of state monitoring process including goals and objectives for the Trenton Public Schools.
12. Develop textbook/instructional materials lists for board approval.
13. Is responsible for the implementation of the curriculum, including the integration of technology across all content areas.
14. Develop and implement an ongoing program of curriculum evaluation.
15. Prepare an annual plan for program evaluation.
16. Conduct an annual evaluation.
17. Prepare a summative evaluation of program accomplishments and areas for improvement.
18. Interpret the District's instructional program to parents and the community
19. Attend meetings of District and school organizations to interpret the District's programs.
20. Make periodic reports to the Board and public on the status of the District's programs.
21. Distribute relevant program materials.
22. Provide program-oriented professional development for teachers and other stakeholders
23. Plan, develop and schedule appropriate professional development in cooperation with principals. Inform teachers about sources of information to assist in improving instruction.
24. Assist with monitoring the instructional program.
25. Coordinate effective programming regarding STEM initiatives with appropriate staff members.
26. Assist immediate supervisor with identifying and selecting advanced programming as part of District efforts to establish and implement science and mathematics programs.
27. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies
28. Is aware of Board policies governing or related to educational programs.
29. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
30. Inform appropriate staff of new and/or changes to guidelines and procedures.
31. Support the District's early literacy initiative by integrating literacy into the content areas.
32. Supervise the implementation of the Progressive Science Initiative (PSI) and Progressive Mathematics Initiative (PMI) as appropriate.
33. Adhere to New Jersey school law, State Board of Education rules and regulation, Trenton Board of Education policies and regulations, and contractual obligations.

34. Perform other related duties as determined by the Assistant Superintendent of Teaching and Learning.

EMPLOYMENT TERMS:

The Supervisor of STEM Secondary 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.).

EVALUATION:

The Supervisor of STEM Secondary shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – April 26, 2021

SUPERVISORS