

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
SUPERVISORS
Supervisor of College and Career Readiness

JOB TITLE: SUPERVISOR OF COLLEGE AND CAREER READINESS

REPORTS TO: Assistant Superintendent, Secondary

SUPERVISES: N/A

NATURE AND SCOPE OF JOB:

Oversees the development, implementation, assessment, evaluation and continuous improvement of programs intended to increase student achievement and access to post-secondary and employment opportunities through career-connected programs. The Supervisor of College and Career Readiness facilitates the development, coordination, review and revision of career-connected curriculum; supports district initiatives; assists in the hiring, supervision, and evaluation of teachers in curriculum implementation; analyzes district and school level achievement data; assess and evaluates program development; and promotes participation of stakeholders and partnerships.

QUALIFICATIONS:

The Supervisor of College and Career Readiness shall:

1. Hold a New Jersey administrative certificate with a supervisor or school administrator endorsement
2. Hold a Master's Degree from an accredited college or university
3. Have at least five (5) years of successful teaching experience and two (2) years administrative experience as a Supervisor, Director, Vice Principal or Principal
4. Be knowledgeable of all applicable Federal, State, and local laws, guidelines and procedures, regarding career and technical education and workforce development
5. Have strong working knowledge of curriculum and instruction
6. Be knowledgeable of current educational principles, practices and procedures in program development, staff training, instruction and assessing program needs in career programs
7. Skill in communicating effectively with others including making oral and written presentations
8. Demonstrate management, problem solving, and organizational skills
9. Have excellent integrity and demonstrate good moral character and initiative
10. Demonstrate ability of program planning and ability to establish and manage budgets
11. Demonstrate knowledge and understanding of curriculum and program assessment, program development and evaluation, adolescent development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
12. Demonstrate knowledge of proven best practices in education, especially in relation to at-risk student populations
13. Hold and maintain a valid driver's license with no serious violations
14. Demonstrate excellent organization skills
15. Demonstrate the ability to motivate people
16. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
17. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary

18. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications
19. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9
20. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education
21. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation
22. Pass the State required Mantoux Intradermal Tuberculin Test
23. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Supervisor of College and Career Readiness 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.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of College and Career Readiness shall:

1. Meet regularly with District staff to determine program and personnel needs
2. Develop college and career pathways unique to the needs of students in collaboration with the campus staff, community input, and labor market demands to develop coherent sequences of courses in multiple areas
3. Collaborate with post-secondary institutions for articulation of dual credit courses and serves as a liaison to higher education partners
4. Build common vision for program improvement with principal and staff at each Career Pathway; directing planning activities with staff to ensure attainment; identifies, analyzes, and applies research findings to promote College and Career Pathways
5. Maintain a College and Career Readiness resource website
6. Respond to parent inquiries about College and Career Readiness
7. Develop yearly budgets and organize district-wide College and Career programs
8. Develop professional development activities for College and Career staff and teachers that align with district goals
9. Develop courses and programs that are focused on increasing student access to rigorous coursework aligned to postsecondary expectations
10. Create and refine CTE courses aligned to career academy pathways and implement plans to ensure quality and sustainability
11. Ensure all CTE programs and/or CTE programs of study comply with all provision of the Perkins IV
12. Create and refine transitions and bridge programs
13. Coordinate program offerings with local community and technical colleges, universities and trade schools to increase student access to college credits and career certifications
14. Develop partnerships with local business and colleges, universities and trade schools
15. Develop and maintain relationships with partners to provide students the opportunity for shadowing and to be mentored
16. Coordinate the industry certification process for CTE programs; ensure students have access to earning college credit
17. Create, facilitate, and meet regularly with advisory board of local businesses and post-secondary representatives

18. Engage in marketing and awareness activities for career connected programs
19. Coordinate professional development activities for Career and technical Education teachers
20. Observe classroom instruction and give feedback to campus staff in curriculum implementation and instructional strategies
21. Provide teachers with professional development opportunities to understand standards, analyze student data, content area knowledge, and alignment of math and literacy state standards in instructional practice
22. Assist teachers in implementing curriculum, instructional strategies, and assessment
23. Assist building administrators in recruitment, hiring and retaining qualified teachers and CTE staff
24. Stay informed of current research and changes in state mandates related to High School Reform, CTE, and workforce development
25. Regularly attend local, regional, and state CTE meetings and conferences to identify new opportunities for students
26. Coordinate in reporting to the New Jersey Department of Education for all CTE programs and activities
27. Work collaboratively with District Staff in the completion of any and all applications or reports pertaining to state and federal grant programs
28. Coordinate and plan all district-wide college readiness assessments
29. Perform other duties as determined by the Superintendent or designee.

EVALUATION

The Supervisor of College and Career Readiness shall be evaluated in accordance with Board of Education Policy.