

Jan 08 03 10:00p

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

DIRECTOR OF TESTING AND SPECIAL PROGRAMS

QUALIFICATIONS:

1. Chief School Administrator's Certification desired; Principal and/or Supervisor Certificate required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Minimum of three years administrative experience or more preferred.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in curriculum development, highly desirable.
6. Demonstrated knowledge, skills, and abilities in instructional methods and the teaching-learning process.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

- To coordinate the district's and state-mandated testing programs.
- To provide leadership in the development, implementation and evaluation of special and support programs/projects.
- To utilize Federal, State, and Local funds to benefit the district's special and support programs/projects and personnel so that learning opportunities for students can be expanded and improved and educational excellence can be achieved.
- To coordinate the district's T&E efforts.

REPORTS TO:

Assistant Superintendent for Curriculum & Instruction

SUPERVISES AND EVALUATES:

District Staff as assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

12 month year; Salary established by Board of Education in conjunction with the MRAA.

EVALUATION:

Performances of this job will be evaluated in accordance with provisions of the Board's policy and MRAA contract provisions, if any.

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PRIMARY/PERFORMANCE RESPONSIBILITIES will include the following:

- 1.0 Assists the administration by providing leadership in the development, implementation, evaluation, and improvement of the following special and support programs/projects:
 - 1.1 Testing-State mandated and standardized.
 - 1.2 Grant Administration/Funding (Except for Special Education).
 - 1.3 Basic Skills Improvement Program
 - 1.4 English As A Second Language Program
 - 1.5 Gifted & Talented Program
 - 1.6 T&E Compliance
 - 1.7 Desegregation/Equity Compliance
 - 1.8 Preschool

- 2.0 Provides leadership in developing, coordinating, implementing, supervising, & evaluating an overall plan for testing and program/student evaluation which includes the following:
 - 2.1 Incorporation of NJDOE mandates and guidelines.
 - 2.2 Establishment/Identification of District program/student goals.
 - 2.3 Analysis of test results/data to help identify patterns of curricular/student strengths and weaknesses.
 - 2.4 Translation of data to assist in the development of criteria for student placement in Special/Support programs.
 - 2.5 Translation of testing analysis and program evaluation results into recommendations for Special, Support and Regular programs.
 - 2.5.1 Curriculum/program revisions
 - 2.5.2 Staff Development Activities
 - 2.5.3 Staffing Needs & Assignments

 - 2.6 Interpretation and communication of testing results and analyses to Administration, BOE, school staff, and other interested parties as/when directed to do so.

- 3.0 Assumes responsibility for the organization, administration, supervision, and evaluation of funded Special & Support programs/projects.
 - 3.1 Develops, coordinates, articulates, writes, submits, and follows-up funding applications for areas of program responsibility through the immediate supervisor.
 - 3.2 Integrates applicable programs between and among the district's schools.
 - 3.2.1 Consults/Assists principals in the planning and implementation of Special/Support programs and materials.

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- 3.3 Directs and assists in the identification and selection of students to participate in the various special and support programs based upon established criteria.
- 3.4 Conducts evaluation and the development of Professional Development Plans for Special & Support Programs staff in conjunction with principals.
- 3.5 Makes periodic on-site visits to schools and classrooms for program evaluation and needs assessment of Special and Support programs/projects.
- 3.6 Meets regularly with teachers and other appropriate staff to
 - 3.6.1 Discuss matters affecting program
 - 3.6.2 Review and develop, revise, and prepare curriculum
 - 3.6.3 Select appropriate educational materials.
- 3.7 Remains current on changing laws, regulations and requirements for all such programs by:
 - 3.7.1 Keeping current about educational developments, research and literature.
 - 3.7.2 Attending relevant workshops and conferences as time and resources may permit and with prior approval.
 - 3.7.3 Communicating and maintaining liaison with county, state, and federal officials and representative organizations in areas of responsibility.
- 3.8 Provides for communication between and among the staff, students, parents, and community regarding assigned programs.
- 3.9 Develops, organizes, and maintains records and prepares reports for areas of responsibility in order to ensure compliance and provide for a program's history.
- 3.10 Seeks out new funding sources for assigned programs, as well as to assist the Assistant Superintendent for Curriculum and Instruction in finding funds to support all programs.
- 4.0 Assists in the recruitment, interviewing, screening, and recommending of qualified candidates for positions in the district's special and support programs and for the district's professional staff as the central administration may designate.
- 5.0 Provides input and assist in developing the district's staff development programs.
 - 5.1 Evaluates all requests for workshops, conferences, and field trips in assigned programs.
 - 5.2 Makes recommendations and provides for teacher workshops, conferences and student field trips in special and support programs.
 - 5.3 Assists with district-wide Professional Development Programs.
- 6.0 Assists the Assistant Superintendent for Curriculum and Instruction by coordinating the district's T&E efforts and assists in preparing the documents so that the district is in compliance with the NJDOE requirements.

2/28/03

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7.0 Develops budgets for all assigned programs.

8.0 Makes recommendations for policy development or revision as necessitated by changes in state/federal guidelines.

9.0 Carries out such other duties as may be assigned by the Assistant Superintendent for Curriculum and Instruction.

DATE ADOPTED BY BOARD: February 26, 2003

AGREED TO BY INCUMBENT: _____ DATE: _____
(Signature)

(Print Name)