



BRICK TOWNSHIP PUBLIC SCHOOLS

TITLE: **DIRECTOR OF PLANNING, RESEARCH, & EVALUATION**

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate and Principal Certificate or Certificate of Eligibility.
2. Minimum of five (5) years successful teaching experience & school administration.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership skills and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Assigned administrative personnel

JOB GOAL: Provide administrative and supervisory assistance to the Superintendent of Schools, as determined by yearly assessment and evaluation of school, program and students needs for the implementation of:

- Professional Development – non certified personnel
- District Registration
- Co-Curricular Activities
- Update & maintain board policies
- HIB
- Guidance Department
- District Emergency Procedures
- B.E.S.T. Program
- New Jersey School Report Card
- QSAC
- State Testing

PERFORMANCE RESPONSIBILITIES:

1. Evaluates the performance of administrative personnel in accordance with law, code and board policy
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in operations policy as necessary

3. Conducts Staff meetings as needed to interpret Board policy or administrative regulations
4. Interprets the programs, philosophy and policies of the District to staff, students, and, at the direction of the Superintendent, to the community at large
5. Formulates and presents programs and proposals for the improvement of the District and its operations
6. Develops and administers inservice programs for non-certified staff based on district priorities for improvement
7. Prepares drafts of required Board policies and administrative rules for the superintendent's review and/or board action
8. Supervises and coordinates the development and revision of Board policies and procedures
9. Supervises educational committees as determined by District, program and school needs
10. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools
11. Attends Board meetings and prepares such reports for the board as the superintendent may request
12. Provides general supervision of District schools
13. Provides Violence and Vandalism Reports to the superintendent
14. Provides HIB Reports to the superintendent
15. Engages in the activities of local, state and national organizations or other growth activities as may be necessary to provide this community with quality leadership
16. Exercises such educational and administrative leadership, supervision and guidance of staff as may be necessary for producing the best possible educational conditions and outcomes for students
17. Classifies, promotes or assigns pupils, and exercises general control over them
18. Develops administrative rules and regulations for implementation of Board policies
19. Reports on the operational effectiveness of existing policies and recommends changes as deemed necessary
20. Performs other related duties as may be assigned by the superintendent

TERMS OF EMPLOYMENT:

Twelve month year
Salary to be determined by contract with the
BTASA

EVALUATION:

Performance of this job will be evaluated
annually in accordance with state law and the
Board's policy on evaluation of certified staff.

Legal References:

N.J.S.A. 18A:6-7.1 through 7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-16	Appointment and removal of assistant superintendent
N.J.S.A. 18A:17-17	Certificate required
N.J.S.A. 18A:17-22	Assistant superintendent; duties
<u>N.J.S.A.</u> 18A:17-23	Suspension of assistant superintendent
N.J.S.A. 18A:21-34	School Ethics Act
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May15
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.A.C.</u> 6:3-4.1	Supervision of instruction, observation, and evaluation of non-tenured teaching staff members
<u>N.J.A.C.</u> 6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6:3-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6:3-6	Pupil records
<u>N.J.A.C.</u> 6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards

See particularly:

<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-14	Acting administrators
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:15	Bilingual education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>*N.J.A.C.</u> 6A:24	Urban education reform in the Abbott districts
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:28	School operations

N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 8:59-11.1 N. J. Worker and Community Right to Know Act
N.J.A.C 12:100-4.2 Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.
Bloodborne Pathogen Standard, 29 CFR 1910.1030
20 U.S.C. 1400 t seq., Individuals With Disabilities Education Act (IDEA), reauthorized
1997, 105-17 (formerly the Education for All Handicapped Act) Immigration
Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
Manual for the Evaluation of Local School Districts (Revised September 2002) No
Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 t

*Applies to Abbott districts only