



BRICK TOWNSHIP PUBLIC SCHOOLS

TITLE:

DIRECTOR OF SPECIAL PROJECTS

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: To Assist the Superintendent by providing leadership in the areas of Human Resources, Technology and Applications, and follow through of grants and funding.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in curriculum as necessary
2. Formulates and presents programs and proposals for the improvement of the District and its operations
3. Develops and administers inservice programs for professional staff based on district priorities for instructional improvement
4. Recommends the organization, reorganization, and arrangement of the educational and supervisory staff to best serve the District's needs
5. Attends Board meetings and prepares such reports for the board as the superintendent may request
6. Evaluates the performance of administrative personnel in accordance with law, code and board policy
7. Provides general supervision of District schools
8. Performs other related duties as may be assigned by the superintendent
9. Oversees student teachers, relationships with colleges & Universities

10. Provides leadership & guidance in competitive, state, & federal grants

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