



# BRICK TOWNSHIP PUBLIC SCHOOLS

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**Title:** **Director of Planning, Research, and Evaluation**

**Qualifications:**

1. New Jersey Principal and/or School Administrator Certificate or Certificate of Eligibility
2. Masters Degree or Doctoral Degree in Administration and Supervision
3. Minimum of five years of administrative experience, preferred experience of five years as a school principal
4. Strong skills in leadership, problem solving, communication and organization
5. Demonstrated ability in supervision of programs, personnel management in policy implementation
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

**Reports to:**

Superintendent of Schools

**Supervises:**

Along with the Superintendent, observes and evaluates Principals, Assistant Principals, Athletic Directors, certificated and non-certificated staff as assigned

**Job Goal:**

In collaboration with the Superintendent and other district level directors, the Director of Operations has the responsibility of providing leadership in the following areas: school safety and security; school nursing program; student registration; policy and regulation; matters of compliance; district communication; and grant writing.

**Performance Responsibilities:**

1. **School Safety and Security**
  - a. Updates School Safety and Security Manual on an annual basis or as defined by the NJ Department of Education and/or law enforcement
  - b. Serves as liaison between local law enforcement and the school district
  - c. Convenes meetings and oversees district crisis teams
  - d. Provides, oversees and arranges opportunities for the professional development of certificated and non-certificated staff related to school safety and security
  - e. Assures that schools are compliant with data entry to the NJ Department of Education Student Safety Data System
  - f. Collaborates with Superintendent on all communications related to safety, security and crisis situations
  - g. Develops parent programs on topics of safety and security



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## **2. School Nursing**

- a. Provides direct oversight of school nursing program including the submission of the annual school nursing report
- b. Participates in the hiring process for school nursing candidates
- c. Oversees and makes recommendations for the school nursing budget in collaboration with budget managers
- d. Oversees compliance topics related to school nursing and student health including, but not limited to: Automatic External Defibrillators, Epi pens, health screenings and immunizations

## **3. Student Registration, Residency and Attendance**

- a. Provides direct oversight of student registration process
- b. Addresses immediate concerns related to pupil registration, residency and custodial rights
- c. Monitors student mobility, enrollment and other such trends through the reporting functions in the student information system
- d. Oversees compliance of data management in the student information system
- e. Provides administrative review of residency matters
- f. Oversees pupil homeless concerns
- g. Oversees 504 compliance

## **4. Policy and Regulation**

- a. Oversees the development and updates to policies and regulations for the district in accordance with state code
- b. Serves as administrative liaison with the Board Policy Committee
- c. Develops administrative guidelines for the implementation of policy and regulation
- d. Monitors policies in need of annual review with district administrators
- e. Facilitates professional development and committee structures for policies as required

## **5. Matters of Compliance**

- a. Collaborates with members of the Central Office Administration in the completion of monitoring and compliance tasks as defined by the NJ Department of Education

## **6. District Communications/Public Relations**

- a. Serves as a liaison with civic organizations in the community
- b. Monitors the district's social media presence and recommends protocols for the use of social media
- c. Maintains contact with press/media outlets on topical issues related to the district
- d. Seeks opportunities to showcase district programs and events

## **7. Grant Writing**

- a. Pursues/solicits grant opportunities for school district programs



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- b. Collaborates with various departments and agencies in the completion of grant applications
- 8. Hiring**
  - a. Collaborates with district administrators and the Director of Human Resources in processes and selection of qualified instructional staff to be recommended for hire
  - b. Participates in the selection process for administrative vacancies as requested by the Superintendent
- 9. Data and Assessment**
  - a. Coordinates state assessment programs between district office and schools in coordination with the Director of Curriculum and Instruction, technology and support staff
- 10. Professional Development**
  - a. Develops and administers inservices programs for supporte, certificated and administrative staff professional learning consistent with district goals and legal mandates
  - b. Oversees new staff orientation program
- 11. Observation and Evaluation**
  - a. Observes and evaluates district administrators as assigned by the superintendent
- 12. Superintendent Cabinet**
  - a. Advises the Superintendent as a member of the Cabinet for the purpose of assuring sound and accurate information for operational decisions
- 13. All other duties**
  - a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the superintendent

## **Terms of Employment:**

Twelve-month position; Salary as per contract with the BTASA

## **Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Board Approval Date: January 17, 2019