

TITLE: Supervisor of Pupil Services & Guidance

QUALIFICATIONS:

1. Masters Degree in educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for supervisor or school principal.
2. Minimum experience as determined by the board in the areas of supervision of staff. Preferred: Three or more years of successful experience in teaching and site-level administrative experience.
3. Strong leadership and communication skills.
4. Required criminal history check and proof of U.S. citizenship or resident alien status.
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Superintendent/Director of Curriculum

SUPERVISES: School counselors, Attendance Officer, instructional staff, substance abuse coordinator and health services personnel

JOB GOAL and BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent and the Director of Curriculum, directs the planning, development, organization, management, direction, and implementation of all aspects of programs of the district which include child welfare and attendance, discipline procedures, grant funded programs, guidance services, Intervention and Referral Services, Section 504 procedures, and school safety; assure compliance with laws, codes, and regulations. Evaluates assigned personnel; and performs related work as required.

PERFORMANCE RESPONSIBILITIES:

District Leader

1. Serves as the district
 - a. Registration coordinator
 - b. Section 504 coordinator (students)
 - c. HIB coordinator
 - d. McKinney Vento Liaison and coordinator
 - e. I&RS coordinator
 - f. Summer Program (HTSEA) coordinator

Attendance Officer

1. Directs the planning, organization, and coordination of the district's pupil attendance programs, including truanancies.

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2. Chairs, conducts, and supervises various attendance hearings; coordinates all hearing panels, ensures due process in all cases.
3. Review and approve documentation to establish students' residence.
4. Interprets, prepares, and disseminates information regarding education codes and legal mandated changes in regard to attendance and due process.

Counseling and Nursing Services

1. Supervise district counseling and nursing staff.
2. Coordinate outside contracted services, as needed.

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' needs.
2. Refers parents and child to agencies when appropriate.

District Meetings

1. Prepares board of education agenda items relating to the Supervisor's areas of responsibilities, submitting items in a timely and appropriate manner for final review.
2. Attends board of education meetings upon request of the Superintendent/Director of Curriculum.
3. Attends principal meetings as needed
4. Attends other staff meetings, as assigned.

Program Planning, Administration, Evaluation and Reporting

1. Participates in the development and implementation of inservice and training programs.
2. Assists in the preparation and administers the departmental budget.
3. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions, or schools.
4. Makes active and consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools.
5. Establishes annual goals and objectives as deemed appropriate by the supervisor. Gathers appropriate data in support of the status of annual objectives and job description elements.

Other

2. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities. .
3. Performs other related duties as may be assigned by the superintendent.
4. Oversees student instructional support programs.

TERMS OF

EMPLOYMENT: 12 Month, in accordance with HTAA Contract.

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EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: BOE

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in
public school system	
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-11.5</u>	Principal
<u>N.J.A.C. 6A:9B-11.6</u>	Supervisor
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986,

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20 U.S.C. 1400 *et seq.*, Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 *et seq.*