JOB TITLE: SUPERVISOR OF PARENT AND COMMUNITY ISSUES FOR DIVISION OF PUPIL PERSONNEL SERVICES

REPORTS TO: Assistant Superintendent for Pupil Personnel Services

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:
The Supervisor of Parent and Community Issues for the Division of Pupil Personnel Services coordinates all matters, interactions, groups and teams of parent and community stakeholders and their involvement with programs and services implemented by the Division of Pupil Personnel Services. Also, coordinates resolutions to issues of parents and/or community concerns relative to divisional activities with various other divisional administrators. Shall also serve as the lead agent for these activities on behalf of and at the direction of the Assistant Superintendent for Pupil Personnel Services.

QUALIFICATIONS:
The Supervisor of Parent and Community Issues for the Division of Pupil Personnel Services shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11.
2. Hold a Master’s Degree from and accredited college or university.
3. Have at least five (5) years of experience as a teacher, counselor, social worker and/or supervisor/administrator preferred.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver’s license with no serious violations.
7. Demonstrate knowledge and understanding of Parent Rights in Special Education (P.R.I.S.E.), special education programs, Child Study Team Services, Guidance, Attendance and Health Services, Substance Awareness and Career Preparation curriculum development and program evaluation, child growth and development
effective instructional strategies, classroom management, learning assessment and diagnoses, and research related to learning styles in exceptional children.

8. Demonstrate and understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapter 26 and 28, U.S.P.L. 93-112 and Section 504 of the Rehabilitation Act of 1973.

9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and community.

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.


13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

16. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.

2. Required documentation outlined in the qualifications above.

3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.

4. Official College Transcripts.

5. Employment interview.
EMPLOYMENT TERMS:
The Supervisor of Parent and Community Issues shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave times as specified in the Collective Bargaining Agreement.

JOB FUNCTIONS AND RESPONSIBILITIES:
The Supervisor of Parent and Community Issues shall:

1. Coordinate divisional communications to parents throughout the district.
2. Represent the division or the designee to all district parent advisory groups community advisory or leadership groups and other parent and/or community based groups formed or district schools and/or district educational or operational endeavors.
3. Serve as divisional lead in as matters concerning parent or student issues, concern or complaints relative to participation in divisional programs.
4. Serve as divisional ombudsperson for particularized student needs requiring further redress or assistance, and to coordinate remedies.
5. Create, implement, organize and direct a divisional parent advisory group to better empower parent and community stakeholders in divisional programs.
6. Visit schools, sites and programs to provide insight, observations and evaluations of any or all divisional related staff members as required by the Assistant Superintendent for Pupil Personnel Services to advance the goals and objectives of the division.
7. Serve as divisional designee for district wide CAPA, NJQSAC and other groups or teams requiring representation by administration involved in the operations and programs of the Division of Pupil Personnel Services.
8. Assist in the dissemination of Parental Rights in Special Education (P.R.I.S.E.), No Child Left Behind and other federal legislation and regulations.
9. Cooperatively support building administrators in establishing and implementing effective parent/community programs.
10. Provide technical assistance to parents of students with special needs in developing the skills needed to function effectively in a work relationship between home/school/community.

11. Involve other programs and agencies with divisional parent advisory group and other groups.

12. Assist parents and school staff with implementing federal program policies and procedures.

13. Attend evening and weekend meetings with functions in fulfilling duties of job description as required.

14. Serve as a mediator regarding family complaint issues.

15. Assist with the monitoring of all district material and information to make sure it is sensitive to students represented in the Division of Pupil Personnel Services.

16. Prepare an annual report and budget for allocations of funds on types of special education parent advisory committee related activities.

17. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

19. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

20. Perform any duties that are within the scope of employment and certifications, as assigned by the divisional Assistant Superintendent or divisional District Coordinating Directors and not otherwise prohibited by law or regulation.

21. Adhere to New Jersey School law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and contractual obligations.

22. Maintain and submit a daily Parent and Community Issues journal, Parent Contact Forms and any other related parental records as deemed appropriate by the divisional assistant superintendent.
PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION:

The Assistant Superintendent for Pupil Personnel Services shall evaluate the Supervisor of Parent and Community Issues for Pupil Personnel Services in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.