

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Supervisor of Student Support Services
Reports To: Director of Educational Programs and Student Support Services
Contract Terms: 12 month Individual Contract, Benefits Eligible

Qualifications:

- Valid New Jersey Department of Education Supervisor certification
- Minimum five years of successful experience in the area of concentration related to the position.
- Demonstrated in-depth knowledge of research-based best practices in the area of concentration related to this position.
- Masters' Degree in Education preferred
- Strong interpersonal, collaboration, and communication skills

Reports To: Director of Educational Programs and Student Support Services

Job Goal: To provide leadership in the planning, development, organization, management and direction of student service programs across the district, Preschool through grade 8.

Essential Duties and Responsibilities:

- Supports the planning, development, organization, management, direction, and implementation of programs within the district which include alternative education, grading policy, intervention supports (I&RS/504), child welfare, discipline procedures, grant funded programs, and school safety.
- Assure compliance with laws, codes, and regulations related to student services.
- Supports and serves as a resource to help students achieve success.
- Initiates, facilitates, and supports community agencies and other resources to meet pupils' needs.
- Meets with parents to discuss implementation of programs and to resolve grievances.
- Assists in preparation of reports requested by central office administrators and local, state, and federal agencies.
- Maintains accurate records and prepares reports.
- Guides staff, parents, and the community in the interpretation of programs and compliance with federal, state, and district rules and regulations.
- Participates in activities that promote professional growth for staff.
- Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the Director of Educational Programs and Student Support Services

- Assists in the development and coordination of the sections of the budget that pertain to overall programming and staffing, with specific emphasis on student services
- Assumes responsibility for reviewing and evaluating results of school-wide testing programs and for other evaluative measures used by the school
- Assists in the coordination and oversight of District Testing
- Performs other related duties as assigned by the Director of Educational Programs and Student Support Services

Evaluations:

- Performance of this job will be evaluated annual in accordance with state law and the provisions of the Board's policy on evaluation of certified personnel.

Board of Education Approved: January 3, 2023