

GLASSBORO SCHOOL DISTRICT
Monthly Board Items

Updated 2/1/05

Date Submitted:
June 5, 2015

Proposed Effective Date:
July 1, 2015

Grade(s) impacted:

Name: Danielle Sochor	Position/Item: Job Title Change	Submitted By: Dr. Mark Silverstein	Building: Beach
Proposed cost/amount: N/A	Funded through:	Hours/Days per wk:	Benefits: Y or <u>N</u> (circle one)

Is candidate currently employed by District:
 No Yes

Is candidate a former employee:
 No Yes

(if yes, what position) _____
If yes, part time or full time (circle one)

Check references/review district personnel file?
 No Yes

Board Action Requested:

Recommend Board approval for a change of Job Title for Danielle Sochor

From: Director of Curriculum, Special Education & Personnel
To: Chief Academic Officer

Details and Ramifications:
Change of Job Title only. Both Job Description and salary will remain the same.
New duties added make the job title cumbersome. In addition, other districts who have this position with same duties have moved to this scenario. This more accurately reflects Mrs. Sochor's position.

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____

Glassboro School District
Job Description

TITLE: Chief Academic Officer
(Director of Curriculum, Special Education, and Personnel)

QUALIFICATIONS: 1. Principal and/or School Administrator Certification Required
2. Extensive work experience and knowledge in educational programs, curriculum development, and special education

REPORTS TO: Superintendent, and works in conjunction with building principals and supervisors

SUPERVISES: Supervisor of Instruction, Supervisor of Special Services, Literacy Coach, HR Generalist, Administrative Secretary, and Central Office Assistant

SCOPE: The Director of Curriculum, Child Study Team, and Personnel coordinates the educational program in Pre-Kindergarten through grade 12 (including Special Education)

POSITION GOALS:

CURRICULUM:

1. Provide the leadership in the development and revision of the curriculum, oversee the district's professional development plan
2. Coordinate all curriculum activities (Pre-K – 12 and special education), in coordination with the building principals
3. Maintain achievement of balance in the curriculum and articulation between schools
4. Plan with building principals to coordinate in-service programs
5. Provide for curriculum experimentation in coordination with the building principals
6. Evaluate instruction for the purpose of overall program improvement

Glassboro School District

Job Description

7. Provide a summation on the progress of the district Curriculum Committees on the Director of Curriculum's Monthly Report
8. Coordinate summer programs including:
 - a. In-service workshops
 - b. Staff Development Programs
 - c. Curriculum Development and Revisions
9. Attend monthly meetings of the Gloucester County curriculum Consortium at the Gloucester County office of Education
10. Participate in the Gloucester County Summer Staff Development Institute
11. Plan and co-facilitate Educational Planning committee meetings, along with the Board of Education Chairperson

II. SPECIAL EDUCATION

1. Directly supervise Supervisor of Special Education
2. To develop and implement plans to improve student achievement with an emphasis on subgroups proficiency.
3. Assures and/or assists in evaluating child study team members, special education teachers, and related service providers.
4. Track and monitor referrals and assessments to determine patterns and needs
5. Supervise the planning and coordination of all special education programs and curriculum
6. Supervise the planning and organizing with the the acceptance of tuition students
7. Plan and coordinate district ESY special education programs. Supervise ESY through designee.
8. Coordinate and supervise SEMI reimbursement program
9. Participate in special education and district-wide State monitoring and auditing as necessary.

Glassboro School District
Job Description

10. In collaboration with Supervisor develop and manage special education budget for CST, special education teachers, related services, consultants, supplies, homebound instruction, and non-public
11. Ensure the implementation and effectiveness of the Special Education Parent Advisory Committee
12. District 504 Coordinator

III. PERSONNEL

A. CERTIFIED STAFF

1. Review vacancy notices for all positions in the district
2. Assist in evaluation of all building principals and supervisors
2. Solicit, secure and process the applications of all candidates for professional positions, aides and substitutes
3. Evaluate the credentials of candidates for all professional positions to determine the candidates' ability to meet certification requirements or specific position qualifications
4. Assist the Superintendent, when requested, conducting interview of finalists
5. Work closely with the appropriate professional administrators in preparing adequate documentary materials to present in support of recommendations for the hiring of professional staff members
6. Maintain and update the files of all professional personnel regarding certification needs or changes and subsequent salary status changes resulting from certification changes or additional college credits earned by all professional staff members
7. Notify or remind all professional staff members periodically of their certification and/or salary status and, where necessary, seek the help of other appropriate district administrators to guarantee that all certification requirements or positions qualifications are being met
8. Assist principals, when requested, to conduct observations of non-tenure personnel or personnel on an assistance plan

**Glassboro School District
Job Description**

9. Report all pertinent personnel records keeping information affecting the business office to the Superintendent and/or Director of Curriculum or Business
10. Inform all appropriate district personnel of changes or new requirements related to the hiring or certification of all professional staff members
11. Review monthly report to the County Office listing new hires and/or transfers of teachers/administrators within the district
12. Oversee Annual Report of Certificated Staff for Department of Education
13. Monitor reports submitted to the State Department of Education for the Provisional Teacher Program
14. Read and sign all certified staff observations, Professional Improvement Plans and Annual Performance Review forms

B. NON-CERTIFIED STAFF

1. Maintain active file of applications received for aide's positions
2. Maintain individual personnel file for each aide
3. Send evaluation forms to administrators each school year and ensure that all signed evaluation forms are returned and filed accordingly
4. Review completed evaluation reports of aides
5. Review annual aides' contracts and accompanying letter

III. FEDERAL AND STATE GRANTS

1. Develop and coordinate the use of the following Federal and State Grants:
 - A. Title I
 - a. Title I, Part A – Helping Disadvantaged Children meet High Standards
 - b. Title I, Part D – Prevention and Intervention Program for children and youth who are Neglected, Delinquent, or At- Risk of Dropping Out

Glassboro School District

Job Description

- B. Title II – Eisenhower Professional Development Program
- C. Carl D. Perkins Grant
- D. NCLB Grant and Carry-Over Applications

IV. STATE MANDATED PROGRAM- MULTI-EAR EQUITY PLAN

1. Develop the Multi-Year Equity Plan
2. Submit the Annual Report to the:
Gloucester County Office of Education
Office of Bilingual Education and Equity Issues
3. Serve as the district's Affirmative Action Officer

V. OTHER

1. Attend Board of Education meetings
2. Coordinate Policy Development related to educational issues
3. Plan and facilitate New Teacher Orientation Program
4. Serve as an administrator representative on the district's Professional Development Committee
5. Coordinate the Gloucester County and Glassboro School District's Teacher Recognition Program
6. Provide a liaison between the school system and Rowan University, placement of student teachers and students in Pedagogy III and IV in the Glassboro Schools
7. Home Schooling:
 - A. Review requests of parents for Home Schooling of students
 - B. Request Board of Education approval
 - C. Notify parents after request is approved by BOE
8. Coordinate the alternative High School Program
9. Provide a liaison between the school system and the Glassboro Municipal Alliance
10. Maintain membership in the Glassboro Unity Day Committee
11. Coordinate building level educational objectives

Glassboro School District
Job Description

12. Provide to the Gloucester County Superintendent of Schools in August:

- A. Building Level Objectives for each school
- B. Written report of the attainment of each school's objectives for the prior year

13. Prepare the district's Quality Single Accountability Continuum (QSAC)

TERMS OF EMPLOYMENT (ADDED):

Twelve month year. Salary and work year to be established by the Board of Education.