

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: PROGRAM MANAGER

(Non-Supervisory/Certificated/10-months)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching tools
3. Skilled in instructional planning using data, research and theory to support instructional decisions
4. Knowledge of basic and advanced software applications
5. Expert knowledge of pedagogy and best practices
6. Demonstrated leadership in school improvement in program development, curriculum integration and application of technology in curriculum

REPORTS TO: The Program Manager reports to the Building Principal and/or Vice Principal and/or his/her designee

JOB GOAL: To assist the Building Principal and/or Vice Principal in coordinating an approved educational program.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Coordinates and assists in overseeing the design and implementation of an approved educational program.
2. Coordinates and assists in creating a learning and talent development program aligned with New Jersey Student Learning Standards and/or Career and Technical Education (CTE) Standards and/or industry practices.
3. Coordinates and assists in promoting and advertising the educational program at open houses.
4. Coordinates and assists in all facets of recruiting students and administering admission entrance examinations including, but not limited to, proctoring, scoring, data analysis and selection of students for admissions, if applicable.
5. Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program including, but not limited to, recruiting and securing external faculty for presentations, workshops, etc.
6. Coordinates and assists with Perkins Grant including, but not limited to, preparing the annual budget and qualifications of classes/programs in accordance with Perkins guidelines and monitors annual Perkins budget expenditures and work, if applicable.
7. Coordinates and assists in seeking grants, awards, scholarships and any other type of funding for the educational program.
8. Coordinates and assists in seeking and maintaining state and national accreditation for the educational program, if applicable.
9. Coordinates and assists the Director of Curriculum, Instruction and Assessments with the creation and/or timely update of the curriculum pertaining to the educational program.

10. Coordinates and assists with the parent association including, but not limited to, attending meetings and providing information about the educational program.
11. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
12. Continues to teach classes as assigned.
13. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities.
14. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
15. Coordinates and assists certified staff in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction, and administers end of program assessments, if applicable.
16. Coordinates and assists certified staff in their efforts to maintain records of pupil's educational progress and attendance in electronic gradebooks.
17. Coordinates and assists certified staff in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning and behavioral problems.
18. Coordinates and assists certified staff in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
19. Coordinates and assists certified staff in their efforts to follow pacing guides and budget class time effectively.
20. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress and/or concerns.
21. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking, as well as, the reproduction of facts.
22. Coordinates and assists certified staff in their efforts to supervise and guide pupils in out-of-classroom activities, as assigned.
23. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities.
24. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
25. Coordinates and assists the revision of the course catalog.
26. Oversees the educational program's Professional Learning Communities and communicates with PLC members via minutes.
27. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to ascertain facts and make reports.
28. Assists the building administrator to establish the master schedule for the educational program, ensuring sequential learning experiences that meet and/or exceed New Jersey Student Learning Standards, Career and/or Technical Education Standards and/or industry practices.
29. Serves as a liaison between staff and administration.
30. Assists in the research and selection of course textbooks and materials.
31. Assists the building administrator in developing the designated Academy program budgets and submitting all required budget forms.

32. Maintains inventory of school supplies, textbooks, materials and equipment.
33. Participates in faculty meetings and Program Managers' meetings and portions of meetings on curriculum and operations, as assigned.
34. Assists the building principal and District superintendent in assembling materials for reports, state required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
35. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving District educational goals.
36. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.
37. Performs such other tasks and assumes such other responsibilities as may be assigned by the Building Administrator and/or his/her designee.

SELECTION: The Program Manager shall be annually recommended to the Superintendent of Schools by a selection committee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

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

BOE APPROVAL: July 20, 2017

RESOLUTION: 18-P-06