

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SUPERVISORS - EDUCATIONAL**  
**1774 Supervisor of Silk City 2000 Academy**

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**JOB TITLE:** SUPERVISOR OF SILK CITY 2000 ACADEMY

**REPORTS TO:** Principal

**SUPERVISES:** All certified and non-certified staff at the Silk City 2000 Academy

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Silk City 2000 Academy provides leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil at the Silk City 2000 Academy.

### **QUALIFICATIONS:**

The Supervisor of the Silk City 2000 Academy shall:

1. Hold a Master's degree from an accredited institution (College or University).
2. 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, with a supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6).
3. Have successful teaching experience at the elementary school level with minimum of six years teaching experience and certification.
4. Have demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement.
5. Have strong interpersonal and communication skills.
6. Hold a standard teacher's certification.
7. Hold and maintain a valid driver's license with no serious violations.
8. Demonstrate excellent organizational skills and the ability to motivate people.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
12. Demonstrate an understanding of the regulations regarding the operations of a middle school.
13. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
14. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

# Job Description Paterson Board Of Education

**New Jersey. Department of Education**



## **Job Description Paterson Board Of Education:**

**Annual Report of the Board of Education and the Superintendent of Public Instruction of New Jersey, with Accompanying Documents, for the School Year Ending ...** New Jersey. State Board of Education,1926      **Resources in Education** ,1985      Report New Jersey. Dept. of Education,1926      Poverty Program Information United States. Office of Economic Opportunity,1966      **Annual Report** New Jersey. State Board of Education,1925      **New Jersey School Laws with Rules and Regulations Prescribed by the State Board of Education and Blanks and Forms for School Officials (varies)** New Jersey,1925      *Annual Report - State of Alabama, Department of Education* Alabama. Department of Education,1890 1877 78 1886 87 contain school laws      **Annual Report of the New Jersey State Board of Education, with the Report of the State Superintendent of Public Instruction** New Jersey. Department of Education,1925

**Bureau Publication (United States. Children's Bureau).** ,1928      *Bureau publication (United States. Children's Bureau). no. 192, 1929* ,1929      *The School Bulletin and New York State Educational Journal* ,1907      *Children's Bureau Publication* United States. Children's Bureau,1928      School Food Service Journal ,1979      **Typographical Journal** ,1919

**Report** Commonwealth Shipping Committee,1918      **Parliamentary Papers** Great Britain. Parliament. House of Commons,1918      Annual Report - State of New Jersey Civil Service Commission New Jersey. Civil Service Commission,1918 Vols for 1908 have as Appendix IV Rules and the civil service law      **Manufacturers' Association Bulletin** ,1924      Documents of the ... Legislature of the State of New Jersey New Jersey. Legislature,1918      Education Bulletin New Jersey. Dept. of Education,1926

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