

## **SCHOOL DISTRICT OF THE CHATHAMS**

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**TITLE:** Director of Secondary Education

**QUALIFICATIONS:**

1. New Jersey Principal's Certificate
2. Additional New Jersey certification in one or more of the following areas:
  - Teacher of English
  - Teacher of Mathematics
  - Teacher of Science
  - Teacher of Social Studies
  - Teacher of World Language
  - Teacher of Students with Disabilities
3. Knowledge and significant experience in the areas of instruction and teacher evaluation
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To provide instructional leadership and professional development support to teachers at the secondary level; and to coordinate efforts aimed at optimizing the student learning experience in the school district.

**PERFORMANCE RESPONSIBILITIES:**

1. Observe and evaluate teaching staff at the secondary level.
2. Work with other district administrators to coordinate professional development for secondary teachers.
3. Assist in facilitating summer professional development for teaching staff, including new teacher orientation.
4. Ensure effective and optimal delivery of district curriculum in regular and special education classrooms.
5. Serve as building administrator as necessary, including during the summer.

6. Perform other related duties as assigned by the Superintendent or the Assistant Superintendent.

**TERMS OF**

**EMPLOYMENT:** Twelve-month work year; salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

**Legal References:**

<u>N.J.S.A. 10:5</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<u>See particularly:</u>	
<u>N.J.S.A. 18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	

<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-9</u>	Requirements for educational services certificate
<u>N.J.A.C. 6A:9-13.10</u>	Learning disabilities teacher-consultant
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts, Revised September 2002

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.