

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

CENTRAL OFFICE ADMINISTRATION

Title: Director of Special Projects -Transition

Qualifications:

1. NJ Endorsement as a principal.
2. Minimum five years successful teaching experience.
3. Successful experience as a building administrator or district level administrator.
4. Exceptional writing, oral, interpersonal and analytical skills.
5. Knowledge of applicable laws, regulations and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.

Reporting Responsibility:

The Director reports to the Superintendent of Schools.

Job Goal:

The Director of Special Projects - Transition, in accordance with Board policies and New Jersey statutes and guided by the administrative rules of the Superintendent, is a district-wide leader in the area of school transition, which includes: facilities organization and management, material and resource procurement, school events, PTA liaison, and staff observation. Assists in the coordination of transitional activities and related items such as closing and opening day events, works with building administrators during the transition of grade levels to new locations, and assists with active communication among all constituents. The individual must have the necessary administrative leadership skills and abilities to organize and implement programs in connection with these responsibilities.

Professional Responsibilities:

- Maintain confidentiality in all areas.
- Assume other duties and responsibilities as assigned by the Superintendent.
- Responds willingly to emergency situations outside of standard work schedule.
- Complies with all applicable District, state, local and federal laws, rules and regulations.

Evaluation: The Director shall be evaluated in writing by the Superintendent of Schools, in accordance with provisions of the Board's policy on evaluation of certified personnel.

Adopted: