

MONTCLAIR PUBLIC SCHOOLS  
Montclair, New Jersey  
Personnel Department  
**JOB DESCRIPTION**

**Title:** **Director of Operations and School Support Services**

**Qualifications:**

1. Must hold acceptable NJ Administrative Certification (principal minimum)
2. Must possess strong communication, managerial, budgetary, and leadership skills
3. Demonstrated ability to function effectively in a diverse school community
4. Demonstrated aptitude or competence for assigned responsibilities
5. Strong public relations skills
6. Demonstrated knowledge of effective public education programs, particularly magnet programs
7. Ability to follow directions and work as a productive component of a highly functioning administrative team
8. Demonstrated ability to solicit and organize individuals and groups for the purpose of providing positive organizational support
9. Required criminal background check and proof of US citizenship or legal alien status
10. Ability to work on site during the hours required
11. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Responsible to:** Superintendent of Schools

**Job Goal:** To use leadership, supervisory, and administrative skills in such a way that they will assist the superintendent in the performance of his/her duties within the framework of Board policy and to promote a partnership with the community that strives to enhance school district programs while successfully aligning these activities to district objectives and state and federal mandates.

**Performance Responsibilities:**

- 1) Develops and coordinates programs that bridge and reduce the communications gap between home, school and community groups and ensures information sent to parents is understandable
- 2) Develops parent education training modules and activities that improve the social, emotional, academic and career attainment skills of students and families
- 3) Assists in the alignment of appropriate diversity and equity program(s) with the District's strategic and/or continuous improvement plans
- 4) Coordinates, plans, maintains, and continually reviews all policy and regulation work and keeps staff updated and current policy posted to the website
- 5) Provides assistance to help parents understand the state's academic standards, state and local assessments, and how to monitor their children's progress
- 6) Educates school personnel in techniques for communicating and working with parents
- 7) Prepares reports for the Board as the Superintendent may request or deem necessary
- 8) Evaluates the performance of assigned personnel or staff direct reports
- 9) Maintains department budget
- 10) Provides leadership and guidance in the process of magnet program planning, coordination and evaluation
- 11) Coordinates and oversees the full NJQSAC process including assigning District QSAC team as per the Superintendent, school preparation and Board resolutions
- 12) Articulates and supports the goals of the district to the community and staff
- 13) Trains parents to enhance involvement of other parents
- 14) Establishes a district-wide parent advisory council
- 15) Responsible for the EVVRS State Reporting and Violence and Vandalism reporting to the Board along with oversight of all Violence and Vandalism including review of data as it reflects disproportionality
- 16) Reviews and provides services which conform to district objectives, policies, and state and federal laws and regulations
- 17) Maintains positive relationships with the building administration, parents, other staff and students in the buildings
- 18) Assumes other related responsibilities and duties within the context of the above performance responsibilities

- 19) Oversees and manages residency which includes:
  - a. Site visits
  - b. Legal document review
  - c. 5-day notice
  - d. Annual report
  - e. Hotline
  
- 20) Oversees and manages district-wide registration which includes:
  - a. Kindergarten enrollment
  - b. Kirwan/OCR Compliance
  - c. FOC of K-8 Students
  - d. Elementary/Middle Orientations
  - e. Annual Enrollment Report
  
- 21) Continually works to strengthen community partnerships, serves as a primary leader for engagement with community partners and includes oversight of the following:
  - a. Community partners relationships – meetings, programs, attendance at events
  - b. Summer programs/camps, including Work Family Connection
  - c. After-school STARS
  - d. Early Childhood Liaison
  - e. Civil Rights Commission
  - f. Montclair State University-National Network for Educational Renewal
  - g. Postings/Notices/Flyer Approvals
  - h. NAACP liaison
  - i. Police Athletic League
  - j. Montclair Public Library Foundation Advisory Board
  - k. Invitations and recognitions of community partners, staff, students at Board of Education meetings
  - l. Keep administrators, supervisors and school community informed of requirements, events and activities.
  
- 22) Administrative responsibility for Pre-K evaluation

**Terms:** 12 month, salary and benefits as determined by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**Established:** 7.1.15 BOE Approval (revised): 6.8.16 BOE Approval (revised) 10.17.16

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer