

**MONROE TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: **DIRECTOR OF INNOVATIVE AND EQUITY PROGRAMS, COMMUNITY RELATIONS/PARTNERSHIPS AND CAREERS & TECHNOLOGY**

QUALIFICATIONS:

1. Valid New Jersey Principal and Supervisor's Certificate
2. Minimum experience as determined by the board
3. Strong interpersonal and written and verbal communication skills
4. Must possess strong leadership skills
5. Excellent attention to detail
6. Ability to work closely with outside agencies/partners, including NJDOE, Monroe Township, colleges/universities and community groups
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL: To oversee and develop innovative programs and assist in the formulation of a philosophy and objectives for the instructional plan; establish, develop and strengthen community relationships and partnerships; serve as the District's Advertising Facilitator and to ensure that curriculum and programs are diverse and representative of all school populations.

PERFORMANCE RESPONSIBILITIES:

1. Works collaboratively and meets on a regular basis with central office staff, principals, supervisors, and other departments for the purpose of coordination and implementation of developing and implementing innovative programs and incorporating student diversity and equity into district curriculum/programs.
2. Develops and oversees the implementation of innovative programming (summer and/or before/after school enrichment, credit recovery, careers, technology, STEM, robotics, etc.). Meets with other district staff as needed to work collaboratively in assigned areas.
3. Studies, evaluates, and, as appropriate, recommends to the Superintendent of Schools the adoption of new courses, instructional materials, methods, and programs in assigned areas.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities in assigned areas.

Director of Innovative and Equity Programs, Community Relations/Partnerships and Careers & Technology

5. Plans a series of meetings/workshops each year for the purpose of interpreting to the board of education and to the parents and public at large the innovative programs of the schools.
6. Maintains and shares a library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources for the district's innovative programming and diversity.
7. Oversees the establishment and coordination of services for community relationships and partnerships. Prepares talking points, presentations, and reports as assigned by the Superintendent of Schools.
8. Facilitates and implements the district's advertising program and serves as the point of contact for the district. Continually develops and expands the program as needed. Prepares monthly report to the Board's committee.
9. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned.
10. Assists in the development and coordination of the sections of the budget that pertain to innovative and equity programs, community partnerships and careers/technology.
11. Solicit input from stakeholders on major initiatives; manage data collection and evaluation of tactics in support of community relations/partnerships.
12. Identifies potential grant funding in assigned areas and prepares applications when appropriate.
13. Organizes and completes various State and Federal reports as assigned.
14. Prepares reports on the status of all District Innovative Programs as requested.
15. Ensuring the equality of existing Innovative Programs.
16. Works with assigned district staff on the Multi-Year Equity Plan and Civil Rights Reports as required.
17. Performs other duties as may be assigned by the superintendent

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board of education

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

APPROVED BY: Monroe Township Board of Education

DATE: 12/14/2022

REVISED: _____