

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Chairperson School of Communications

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university
2. Appropriate New Jersey Teacher Certification in Communications, Language Arts, Media Specialist.
3. Three (3) years teaching experience
4. Evidence of exemplary performance evaluation and attendance records for the past three years.
5. Demonstrated experience and proficiency in the area of Communications including print, telecommunications, social networking media, and web based podcasts, etc. and how one appropriately creates learning experiences for students.
6. Demonstrated experience relevant to the duties and responsibilities.
7. Demonstrated leadership.
8. Demonstrated ability to communicate effectively orally and in written formats.
9. Demonstrated ability to effectively use computer technology and relevant software.
10. Keen understanding for best practices for the School of Communications.

REPORTS TO: Building Principal

JOB GOAL

To serve as the Teacher Leader whose focus is to create the academic atmosphere where students thrive and grow academically in the Small Learning Community.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for planning, management, and operation of the "school-within-a-school" program.
2. Coordinate the work of teachers and support staff affiliated with the School of Communications curriculum and program development, scheduling, and student course selection, implementation and management.

3. Act as a liaison with the Vice Principal assigned to the School of Communications ; other SLCs' team leaders, school administration, district program and support staff, community organizations, post-secondary institutions, business and industry, whose activities relate to the programmatic thrust of the School of Communications
4. Ensure that the SLC develops and maintains frequent and open communications and working relationships with students, parents/guardians, faculty, administration, district support staff, community members and social service providers.
5. Serves as the Teacher Leader who helps create a climate and culture which ensures an atmosphere of academics and enrichment, an appropriate discipline climate within the SLC compliant with school and district policies.
6. Coordinates the discipline activities for the SLC.
7. Coordinates ongoing communication with parents and guardians including parent/teacher conferences.
8. Coordinates with the guidance counselor assigned to the SLC to ensure that students receive counseling, guidance, and health services.
9. Assists in the implementation and monitoring of the student attendance policy that rewards promptness while discouraging class cutting and absenteeism.
10. Assist in the monitoring and evaluation of student performance and in maintaining, interpreting, and sharing required data.
11. Assist the Vice Principal in coordinating and managing expenditures and resources for the SLC.
12. Assist the Vice Principal in the planning of staff development and SLC academic and social activities.
13. Participate in the planning and implementation of activities related to the mission of the School of Communications, in the school and district which occur in the summer and beyond regular school hours.
14. Assist in the coordination of school to work experiences, internships, and apprenticeships appropriate for the School of Communications.
15. Perform all other related duties as required.

TERM OF

EMPLOYMENT: Ten month position

BARGAINING UNIT: Trenton Education Association

SALARY: In accordance with the TEA contract

STATUS: Hourly _____ Salaried ☒ _____
Exempt _____ Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional (or non-instructional) personnel.

BOARD APPROVAL

April 18, 2013

Board Approved
October 26, 2015