

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** Supervisor of Student Support Services
- Qualifications:** New Jersey School Principal Certification required
- Demonstrates strong knowledge of school law
- Demonstrates strong knowledge of school security and emergency management
- Demonstrates excellent administrative, organizational and interpersonal skills
- Other qualifications as determined by the Superintendent of Schools
- Reports To:** Assistant Superintendent for Student Support Services
- Job Goals:** To assist with the district wide administration and supervision of a comprehensive program of support services in the areas of student discipline, school climate/culture, student health and safety, extracurricular activities, and student attendance as well as ILO, and serves as the District HIB Coordinator.
- Performance Responsibilities:**
1. Encourages and fosters team consciousness and cooperation among district staff.
 2. Supervises the planning, implementation, and evaluation of student support programs and services in areas of student assistance including substance use prevention/intervention/referral services, student discipline, school climate/culture, student health and safety, and student attendance. Assists building administrators in the improvement of student support programs and services.
 3. Assists with oversight of emergency management/security planning, implementation and training for the district in coordination with the Supervisor of Security.
 4. Serves as the District Anti-bullying Coordinator. Oversees the Anti-bullying Specialists at each school. Coordinates activities of the Anti-bullying Specialists, including providing training.
 5. Coordinates the annual review and revision of the student handbooks, including the Code of Conduct, for all schools.
 6. Serves as liaison to the Municipal Alliance with the Supervisor of School Counseling and Mental Health.
 7. Ensures effective implementation of the District's Restorative Practices program at all school levels.

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- 8. Plans and presents district wide training for staff on state mandated topics including, but not limited to HIB.
- 9. Oversees the district health services and supervision of school nurses.
- 10. Monitors and evaluates co-curricular activities in all schools in collaboration with principals. Recommends the creation of new co-curricular activities and the elimination of underutilized activities to the Assistant Superintendent for Student Support Services.
- 11. Oversees ILO program.
- 12. Observes and evaluates staff as assigned by the Superintendent.
- 13. Supports the coordination of police officer placement in district schools.
- 14. Supports the maintenance of positive school climates in district schools.
- 15. Creates reports, analyzes and monitors student attendance and behavior infractions.
- 16. Ensures implementation of Board policies regarding school operations, student support services and other areas of oversight.
- 17. Promptly reports to the Assistant Superintendent for Student Support Services any enacted laws and regulations regarding school operations, student support services and other areas of oversight, which include suggestions related to the revision to Board policies and/or regulations.
- 18. Such other duties as assigned by the Superintendent of Schools or designee.

Terms of Employment:

Twelve-month year

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of administrative personnel.

Approved By:

Board of Education

Date: