

DELRAN TOWNSHIP SCHOOL DISTRICT

Director of Special Projects

Reports to: Superintendent of Schools

Job Goal: In general, the Director of Special Projects will work with the Superintendent of Schools as well as the Director of Pupil Personnel Services and Director of Curriculum and Instruction in the following areas: guidance and counseling services, including substance awareness; state and federal programs; district affirmative action officer; E-rate program; public relations, media, and parent programs; research design and evaluation projects and reports; business partnerships; quality process review and continuous improvement; and grant writing.

Performance Responsibilities:

- Work under the direction of the Director of Pupil Personnel Services to develop, implement, monitor, and evaluate the K-12 guidance and counseling program, including substance awareness, in the district **(The holder of this position will not formally observe and/or evaluate staff members in the guidance and counseling program. Building principals will conduct the observation/evaluation process.)**;
- Design and conduct research projects aligned with district initiatives as relevant and as requested by the Superintendent of Schools, the Director of Pupil Personnel Services, and/or the Director of Curriculum and Instruction;
- Work under the direction of the Superintendent of Schools as an information liaison between the school district and various advisory, business, and community organizations;
- Work under the direction of the Superintendent of Schools, the Director of Pupil Personnel Services, and the Director of Curriculum and Instruction in interpreting public opinion about education issues and the school district and in developing and implementing policies and procedures that promote good public relations;
- Maintain a current mailing list of residents and community members, groups, and organizations with an interest in education;

- Under the direction of the Superintendent of Schools and Director of Curriculum and Instruction, keep informed about current trends and best practices in education, especially those that align with school district initiatives;
- Work with the Director of Curriculum and Instruction to align the respective state and federal applications and programs with district initiatives and the total K-12 curriculum;
- Work under the direction of the Superintendent of Schools to coordinate the design, development, and implementation of the district data analysis and warehousing system;
- Work under the direction of the Superintendent of Schools and with school district personnel on the use of data driven decision making procedures and processes;
- Work with the Superintendent of Schools, Executive Secretary, Confidential Secretary (Database Manager), and District Technology Coordinator in compiling and managing data and preparing reports required by law, administrative code, and/or board policy;
- Prepare research reports and compile results of data analysis and surveys as relevant and requested by the Superintendent of Schools, the Director of Pupil Personnel Services, and/or the Director of Curriculum and Instruction;
- Work under the direction of the Superintendent of Schools and the Director of Curriculum and Instruction to monitor and evaluate district, school, and department/grade level continuous improvement plans;
- Work under the direction of the Superintendent of Schools to implement, monitor, and evaluate quality processes in the district;
- Works under the direction of the Superintendent of Schools to identify potential grant sources, solicit grant proposals, complete grant applications, and monitor and evaluate the implementation of grants, especially those that align with school district initiatives;
- Serves as the district affirmative action and civil rights compliance coordinator;
and
- Performs other duties as assigned by the Superintendent of Schools.

Qualifications:

- Valid teaching certificate and valid school administrator certificate;
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations;
- Ability to calculate figures and amounts;
- Ability to design and implement research projects;
- Ability to define problems, collect and organize data, establish facts, and draw valid conclusions;
- Ability to work well with other people;
- Good verbal and written communication skills; and
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Certification:

Certification as a N. J. School Administrator is required.

Evaluation:

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

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012