

JOB DESCRIPTION

CULTURE AND CLIMATE SPECIALIST

QUALIFICATIONS:

1. Valid New Jersey teachers certification with a minimum of five (5) years' experience.
2. Demonstrate leadership strong leadership skills, collaboration, and interpersonal skills; ability to analyze data; an understanding of the educational policy and practice.
3. Ability to cultivate and maintain a safe and positive learning environment.
4. Knowledge of the Barnegat Township Community and experience working with staff, students and parents/guardians.
5. Valid New Jersey Principal/Supervisor Certificate or eligibility preferred.

REPORTS TO: Principal/Vice Principal

SUPERVISES: Pupils and when assigned, student teachers.

JOB GOAL:

The Culture and Climate Specialist is responsible for the culture, climate and safety of students in the building and works under the direction of the Principal/Vice Principal.

PERFORMANCE RESPONSIBILITIES:

1. Oversee discipline issues for students and recommend corrective actions to the Principal/Vice Principal. Provide supervision during the school day especially but not limited to arrival, assemblies lunches, dismissal and detention.
2. Collaboration with Administration, Guidance Counselors, Child Study Team, Nurses, Security Staff to ensure the safety and security of the school and assist families.
3. Proficient in the use of technology to help resolve disciplinary issues and safety concerns.
4. Provide supervision for student activity functions.
5. Support Administration in emergency situations.
6. Communicate with parents/guardians regarding student issues.
7. Develop programs and plans for promoting culture and climate that leads to positive student outcomes.
8. Prepares reports and maintains appropriate records.
9. Performs other duties assigned by the Principal/Vice Principal/Superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27 Employment and contracts
N.J.S.A. 18A:28-3 No tenure for non-citizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:37 Discipline of pupils
N.J.A.C. 6:3.1 et seq. Conditions of employment for teachers
N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6:3-5.1 et seq. Seniority
N.J.A.C. 6:3-6 Pupil records
N.J.A.C. 6:3-9 Attendance and pupil accounting
N.J.A.C. 6:8 Thorough and efficient system of free public schools
N.J.A.C. 6:11-3.1 Certificate required
N.J.A.C. 6:11-3.9 Oath of allegiance required
N.J.A.C. 6:11-3.10 Citizenship requirement
N.J.A.C. 6:11-5 Requirements for instructional certificate
N.J.A.C. 6:11-6 Endorsements on the instructional certificate
N.J.A.C. 6:11-13.2 Amount duration and content of required continuing professional development
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:16 Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.