

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 WHITE HORSE AVENUE  
CLEMENTON, NEW JERSEY 08021  
856-784-2100**

**JOB DESCRIPTION**

**TITLE:** Site Education Supervisor

**QUALIFICATIONS:**

1. Masters Degree in Education from an accredited College or University.
2. Valid New Jersey Principal or Supervisor certificate.
3. Three or more years supervisory experience in public education.
4. Knowledge of New Jersey school law and administrative code and federal and state special education law.
5. Demonstrated organizational, communication and interpersonal skills.
6. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
7. Pass a physical examination in accordance with New Jersey statute and Board policy.
8. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Instruction

**SUPERVISES:** All teachers and educational support staff at the Camden County Youth Center.

**JOB GOAL:** To provide leadership in developing, implementing and evaluating the Camden County Youth Center's educational program.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops, implements and evaluates the Camden County Youth Center's educational program.
2. Recruits, screens and interviews applicants, checks references and verifies credentials for Camden County Youth Center teaching and related support staff positions and makes hiring recommendations.

3. Recommends, coordinates and schedules the assignment of Camden County Youth Center teachers and educational support staff.
4. Supervises, observes and evaluates Camden County Youth Center teachers, educational support staff, volunteers and interns.
5. Reviews and implements Individualized Education Plans and reports any deviation in services to the student's resident district.
6. Develops Individual Program Plans for students as required.
7. Maintains classroom environments appropriate for teaching and learning including the identification and implementation of appropriate behavioral modification interventions.
8. Supervises preparations for the New Jersey Department of Education and New Jersey Juvenile Justice Commission monitoring of the Camden County Youth Center's educational program.
9. Responds to inquiries related to the Camden County Youth Center's educational program.
10. Conducts meetings with Camden County Youth Center teachers and educational support staff to maintain communication and cooperation.
11. Prepares and implements the annual budget of the Camden County Youth Center's educational program.
12. Administers all state and federal grants for the Camden County Youth Center's educational program.
13. Verifies and approves all vouchers, invoices and timesheets submitted for payment by Camden County Youth Center staff.
14. Maintains accounting records for all expenditures.
15. Acts as the Camden County Youth Center's liaison to the Local Professional Development Committee and administers the professional development activities of Camden County Youth Center teachers and related support staff.
16. Assists the Director of Instruction in developing and updating policies related to the Camden County Youth Center's educational program.
17. Prepares and submits reports and other documents as required by the Director of Instruction and all other governing agencies.
18. Maintains a program of communication with the Camden County Youth Center's stakeholders to identify students' needs and coordinate educational services.

19. Keeps abreast of developments in regular and special education, and provides leadership in determining their appropriateness for inclusion in the Camden County Youth Center's educational program
20. Attends and participates in state, county and local meetings related to responsibilities.
21. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
22. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve months. Contract terms and salary to be determined by the Board of Directors.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

**Board Approval**  
**Initial: 4/4/2007**