

NEWARK BOARD OF EDUCATION
HUMAN RESOURCE SERVICES
765 BROAD STREET, NEWARK, NEW JERSEY 07102
ROGER LEON, SUPERINTENDENT

SPECIAL ASSISTANT- INSTRUCTIONAL

Office of Teaching and Learning

(Pending availability of funds and Board of Education approval)

The Superintendent invites qualified and interested persons to apply for the position of Special Assistant within the Office of Teaching and Learning.

QUALIFICATIONS AND REQUIREMENTS

Education:

1. Master's degree from an accredited college or university.
2. New Jersey Department of Education Principal Certificate.
3. New Jersey Department of Education Teaching Certificate.

Experience:

1. Five (5) or more years of teaching experience plus three (3) years of administrative experience.

Responsibilities

1. Assists in assessing the educational, financial and managerial needs of the schools.
2. Assists in planning and implementing staff development and transferring skills to principals and teachers.
3. Provides technical assistance to principals and teachers.
4. Communicates information between schools and school leadership teams.
5. Facilitates obtaining resources from Central Office.
6. Proactively identifies and implements steps to achieve the goals of this position and the mission, goals and objectives of the specific office or department and of the Newark Public Schools.
7. Evaluate teachers and provide ongoing coaching and support.
8. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

1. Knowledge of the principles, practices, and theories of education.
2. Knowledge of standard and innovative teacher training practice and considerable knowledge of the principles, practices and coordination methods as they apply to education program management.
3. Ability to establish and maintain effective working relationships with administrative and school site personnel.
4. Ability to prepare clear, concise correspondence and reports containing findings, conclusions, and recommendations.
5. Computer skills including Microsoft Office Suite (Outlook, Word, Excel, Access and PowerPoint).

REPORTS TO: Assistant Superintendent

SALARY RANGE AND EMPLOYMENT PERIOD

Salary Ranges: \$104,500 – \$136,000
Employment Period: Twelve (12) months
Union Affiliation: Unaffiliated

HOW TO APPLY

Newark Board of Education only accepts electronic applications. If you are a current employee, you must apply via the Employee Self Service website. If you do not have access to a computer, we welcome you to visit the Newark Board of Education employment kiosks located at 765 Broad St, on 2nd floor, Human Resources reception area between the hours of 9:00 AM and 4:00 PM Monday through Friday. Help will be available.

OPENING AND CLOSING DATES

Opening Date: July 3, 2019

Closing Date: Until Filled

Job ID: 24032

THE NEWARK BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER