

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: SPECIAL ASSISTANT FOR INNOVATION AND PLANNING

QUALIFICATIONS:

1. The ability to perform necessary work and related tasks. The individual should be a mature, versatile and resourceful adult and should have a personality, manner and appearance that will generate respect from staff and students.
2. The individual should possess necessary and relevant technology skills related to tasks (e.g., presentations, social media, editing, video, etc.).
3. The individual should possess the abilities and desire to work individually and collaboratively, as needed.
4. The individual is required to meet the same health requirements as applied to other school employees.
5. Degree preferred.
6. Recommended that staff obtain a substitute certificate, if they do not hold a teaching CE or CEAS.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent or designee.

JOB GOAL: To provide support to the Superintendent, Director of Special Projects, Director of Curriculum and Instruction and district administration as appropriate.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and organizes programs/training for district staff.
2. Manages specific projects and activities to support the work of district administration.
3. Performs clerical duties related to these specific projects and district/building activities.
4. Researches and collects data on specific topics related to school and district operational matters.
5. Assists in taking inventories and general material distribution as assigned.
6. Participates in in-service training programs for continued professional growth to fully support educational programming.
7. Demonstrates effective organizational skills, time management, independence with assigned tasks, and flexibility in order to complete assigned tasks and address district's needs.
8. Participates in required training for crisis situations.
9. Must be able to interact with employees and administration in routine situations which require tact, discretion, and courtesy.
10. Assists in the collection of data on the student's educational and behavioral programs.

JOB DESCRIPTION:
(continued)

11. Extracts information/data from various sources and platforms and streamlines into a cohesive system for analysis and reporting.
12. Assists in managing the collection, integrity, and dissemination of information to various internal and external stakeholders.
13. Assumes such other duties as assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT: Eleven (11) Month Position

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Paraprofessional Personnel.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent

Board approved: March 28, 2023