

**RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
Oakland, New Jersey 07436**

JOB DESCRIPTION

Title: District Supervisor of Wellness & Specialized Programs

Organizational Relationship: Evaluated by the Principals & District Directors

Job Goal: Provide leadership, coordination, and innovation in school climate and culture for students' wellness and holistic development.

Major Responsibilities:

Student Learning Program Development -

In collaboration with stakeholders, the supervisor develops, promotes, and evaluates school culture and climate. This includes developing comprehensive programs to ensure students' holistic development and responsible school citizenship in the high school setting as required by state law and the district's mission, vision, and goals.

Program Coordination -

In collaboration with stakeholders, and as an Anti-Bullying Specialist, the supervisor oversees and coordinates the development of programs to promote responsible school citizenship and community connections that minimize incidents related to HIB, including curriculum integration, guest speakers, and service learning opportunities.

Personnel Management -

The supervisor shares responsibility with the District Supervisor of School Counseling to recruit, screen, recommend for hiring, and train for the assignments of School Counselors. The supervisor also supervises the Student Assistance Coordinators (SACs) and the school counseling department support staff and assigns duties as appropriate.

Supervision and Evaluation -

The supervisor oversees and evaluates School Counselors, Student Assistance Coordinators (SACs) and support staff. This involves ensuring that counselors, SACs, and support staff are meeting their performance expectations and providing appropriate support to all students - general and special education. The supervisor makes recommendations to Administration regarding department personnel consistent with Board policy and administrative regulations.

Professional Development -

The supervisor keeps abreast of progress and new developments in the fields of school culture and climate, specifically related to students' wellbeing, holistic development, and growth as responsible citizens. The supervisor continuously monitors innovations in the field to ensure all School Counselor, SACs, teachers, and support staff are adequately trained to best support student success and district initiatives. The supervisor facilitates professional learning for department and district staff, including New Teacher Orientation, related to school climate and culture as required by state law and the district's mission, vision, and goals.

Communication and Collaboration -

The supervisor establishes effective relationships with all stakeholders - students, parents, teachers, counselors, school nurses, SACs, administrators, support staff, and members of the community - to ensure the wellbeing and holistic development needs of students are met. The supervisor maintains communication and serves as a liaison with the FLOW area municipal alliance organizations and other organizations that promote health and wellbeing. The supervisor also attends and facilitates relevant school, district, and professional meetings, including APTS and PTSO.

Administrative Duties -

The supervisor supervises the maintenance and updating of student records and reports to meet legal and state standards and guidelines. This includes:

- Ensuring homebound students receive appropriate instruction
- Assisting with coordination and facilitation of the district's I&RS program
- Assisting with coordination and facilitation of the district's 504 services
- Maintaining an updated standard operating procedure for the district's HIB program, including relevant tools and resources
- Supervising procedures managing risk evaluations, reentry discussions, and threat assessments
- Collaborating with stakeholders to ensure academic and behavioral interventions are utilized appropriately for student success
- Assisting District Supervisors and Administration to promote opportunities for students' growth as responsible global citizens.

Also, the supervisor advises Administration on the departmental budget and the assignment of students to counselors/SACs and counselors/SACs to other departmental duties.

Other Duties -

The supervisor performs other duties that may be within the scope of employment and certificate(s) as may be assigned by Administration under the authority of the Board of Education.

Qualifications:

- A Master's Degree from an accredited college or university
- New Jersey Certification as Social Worker, School Psychologist, Student Personnel Services, or related field
- New Jersey Supervisor or Principal Certificate or eligible for the same
- Minimum 5 years of successful teaching/counseling experience or experience in a related field
- Such alternatives to the above qualification as the Board may find appropriate and acceptable

Terms of Employment:

Ten-, eleven-, or twelve-month contract year, in accordance with contractual arrangements as approved by the Board of Education.

BOE Approved: 11 March 2024