

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **OPTION 2 COORDINATOR (10 MONTH POSITION)**

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Valid New Jersey Supervisor or Principal certificate/eligibility preferred
3. Minimum experience as determined by the board
4. Demonstrated leadership capability in the areas of Option 2 programming
5. Strong interpersonal and communication skills
6. Strong public relation skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Required to work 4 weeks in July/August

REPORTS TO: Principal and Executive Director of Curriculum, Instruction and Assessment

POSITION GOAL:

To provide leadership in the development, implementation and coordination of the district's Option 2 program. The Option 2 Coordinator will lead management of daily operation for all programs under the area of Option 2.

ESSENTIAL JOB FUNCTIONS:

1. Ability to create and update all paperwork associated with Option 2 programs.
2. Assumes a leadership role in development and evaluation of Option 2 programs.
3. Assists in the development, coordination and implementation of the sections of budget that pertain to Option 2.
4. Creation of necessary community and organizational contacts necessary to effectively run Option 2 programs. Lists for areas such as Internships and Community Service will be monitored and updated monthly to make sure that those opportunities comply with district expectations.
5. Visit student placements as necessary.
6. Meet with students individually and in groups as necessary to effectively monitor district Option 2 programming.

7. Keeps abreast of developments in Option 2 initiatives and state mandates.
8. Makes recommendations for development, implementation and evaluation of in-service training programs in all areas that affect Option 2 programming.
9. Works with building principal and executive director of curriculum, instruction and assessment in the improvement of individual staff understanding of Option 2.
10. Provides input for the development of master schedules.
11. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and Option 2 programs.
12. Interprets and communicates the Option 2 curriculum and its philosophy to the board, the administration and the staff.
13. Maintains liaison and active participation with educational Option 2 leaders in curriculum and instruction at state, regional and national levels.
14. Ensures that appropriate modifications are included for special education students.
15. Facilitates resolution of parent concerns or refers concerns through the chain of command.
16. Assist with the preparation of state and federal monitoring.
17. Assists with public relations for Option 2 programs as well as other areas assigned by the Principal and/or Executive Director of Curriculum, Instruction and Assessment.
18. Perform other related duties as may be assigned by the principal and or designees.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 2/5/18