

**SECTION**                    **CENTRAL ADMINISTRATION**  
**AREA**                        **CERTIFICATED PERSONNEL**  
**TITLE**                       **DIRECTOR OF HUMANITIES AND THE ARTS**

**QUALIFICATIONS**

1. New Jersey Certification as Principal, Administrator certification preferred.
2. Bachelor's degree or higher from an accredited educational institution with an emphasis in English Language Arts and/or Literacy. Master's degree preferred.
3. A minimum of five years teaching experience in Humanities and/or Arts areas.
4. Previous administrative experience.
5. Such alternative or additional qualifications as the Board of Education may deem appropriate.

**REPORTING RESPONSIBILITY**

See the District Organization chart.

**JOB GOAL**

The Director of Humanities and the Arts is responsible for coordinating the development, delivery, implementation, and monitoring of English Language Arts, Social Studies, World Languages, English as a Second Language (ESL,) Music and the Arts curricula, initiatives, events, and projects.

**TERMS OF EMPLOYMENT**

Twelve month single unit contract.

**PERSONAL EVALUATION**

Based on the performance of the responsibilities identified in this position description and on the other criteria listed in Board policy.

**PERFORMANCE RESPONSIBILITIES**

- A. Financial Planning/Management
  1. Formulates budget, oversees purchasing, and monitors spending for the Humanities and Arts Departments.
  2. Seeks out funding sources, writes and submits appropriate related grant opportunities to enhance programs, equipment, software, and/or professional development.

3. Maintains current knowledge of district, state and federal laws, regulations and policies.
4. Monitors instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean, and safe, with proper attention to the visual, acoustic, and thermal environments.
5. Assembles and delivers reports to the Superintendent as requested.

B. Staff Development

1. Organizes, develops, coordinates, and provides trainings for administrators and professional staff.
2. Shares/presents information and best practices and implementation plans for administrators and professional staff.
3. Schedules/coordinates or provides training for administrators and professional staff.
4. Plans/coordinates partnership activities for content area supervisors.
5. Continues to grow professionally through collaboration with colleagues and professional growth experiences.
6. Participates in staffing discussions, makes recommendations, and assists in the recruitment, interview, and selection of personnel.
7. Provides orientation for new administrators and ongoing opportunities for effective professional development.
8. Serves as a role model for students and a representative of the district, dressing professionally and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.
9. Works closely with the Director of STEM.

C. Curriculum Development and Implementation

1. Develops, evaluates, recommends, and promotes new or expanded programs and curricula.
2. Provides educational leadership in the application of district curriculum and the implementation of instructional programs of the district, including the evaluation of classroom instruction on a regular basis to encourage differentiated instruction and the use of a variety of strategies and materials consistent with research on learning and child growth and development.
3. Researches and develops plans to implement English Language Arts and Literacy curricula into existing courses or develops new courses.
4. Ensures initiatives are directly connected to the district's vision.

5. Works directly with school administrators, supervisors, and staff in the development, implementation, and evaluation of initiatives and curriculum.
6. Coordinates, promotes, and helps organize any special music and art events/activities.
7. Collects and analyzes performance data including, but not limited to, State and district assessment regarding the achievement of students, work samples, and other pertinent information affecting the design and evaluation of curriculum and instructional practices.
8. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity; that they address students' needs, interests and skill levels; that they encourage students to define individual goals and accept responsibility for learning; and that they provide a variety of methods for the student to demonstrate performance and achievement.
9. Observes classroom instruction to evaluate teachers, curriculum implementation (content, materials, pedagogy, pace, and standards), student performance, and program effectiveness.
10. Collaborates with the technology department and library media specialists to ensure that appropriate reference materials are available to support the humanities, music, and arts programs.
11. Summarizes, interprets, and disseminates current developments in instruction, learning theory, and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
12. Conducts meetings as necessary for the proper functioning of the English language arts, social studies, world languages, ESL, music, art and other programs.

D. Management

1. Ensures coordination of services and articulation between all schools and levels.
2. Establishes working relationships with outside organizations to enhance student opportunities, showcase student work, and promote the district's programs.
3. Integrates and expands the importance of Humanities and the Arts through the website, social media, and meetings.
4. Works cooperatively and collectively with principals, supervisors, and teachers to ensure instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
5. Supervises assigned personnel to ensure that all responsibilities are met and exceeded.
6. Uses effective presentation skills when addressing students, staff, parents, and the community.
7. Communicates effectively with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.

8. Recommends policies and procedures to promote a healthy and positive learning environment to facilitate effective classroom instruction and successful student performance.
9. Attends required staff meetings and serves, as appropriate, on staff committees.
10. Supervises, evaluates, directs, and works closely with the supervisors of language arts, social studies, music and the arts, ESL, world languages, and elementary education.

E. Other Duties

Performs other duties and responsibilities incidental to the office or as assigned by the Superintendent or designee.

Adopted 4/28/15