



SECTION 1300
CATEGORY Administration
SUB-CATEGORY Supervisor of Instruction – 12-Month

QUALIFICATIONS:

1. New Jersey certification as a Supervisor.
2. A minimum of three years teaching experience.
3. Previous supervisory experience preferred.
4. Exceptional writing, oral, interpersonal, and analytical skills.
5. Knowledge of applicable laws, regulations and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The Supervisor of Instruction reports to the Director of Curriculum, Assistant Superintendents, and the Superintendent.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The Supervisor of Instruction is responsible for the supervision and evaluation of all designated personnel. This supervisory process will take place in conjunction the Superintendent, Assistant Superintendents, Director of Curriculum, and Principals.

JOB GOAL

The Supervisor of Instruction, guided by Board of Education policy, the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is a specialist in a designated area or areas who provides leadership and administrative oversight within that or those areas. The position may, depending on need, also require teaching responsibilities.

TERMS OF EMPLOYMENT

Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION

The Supervisor of Instruction shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for



Personnel, Assistant Superintendent for Special Services, and the Superintendent at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

A. Financial Planning/Management

1. Maintains a current inventory including texts, supplemental books, equipment, etc. Completes inventory annually by June 30th and submits a list of new capital equipment to Business Administrator/Board Secretary.
2. Prepares and monitors the department's budget with teacher, building administrator, and central office input.

B. Staff Development

3. Assists the administration in the recruitment and selection of the teaching staff and reassignment of those teachers already employed in the district.
4. Provides input into the department observation schedule in cooperation with central office and building administrators.
5. Makes formal observations of department staff and prepares written observation and evaluation reports in accordance with the State of New Jersey Department of Education guidelines.
6. Guides staff regarding observations, PG/IPs and final evaluations.
7. On a scheduled basis, prepares, collects, reviews and monitors teacher lesson plans, tests, and activities and makes recommendations for growth and improvement.
8. In conjunction with the Director of Curriculum and the Assistant Superintendent of Curriculum and Instruction, develops comprehensive in-service programs and courses responsive to staff development needs. In-service needs are to be identified, in part, from findings of the appraisal process and Program Evaluations. Develops schedules to include: workshops and lectures by outside consultants and local teachers, visits to schools within the district to see existing programs, and to school centers outside the district to see exemplary programs and experiments not available within the district as the annual budget might permit.
9. Works with staff members to complete program-related work including, but not limited to curriculum writing, program review, and the pilot process.
10. Circulates informational publications and informs department staff on the latest trends in the discipline as aspects of professional development.
11. Makes recommendations to building administrators relative to scheduling of department teachers and classes for preparation of the master schedule.
12. Analyzes department staffing patterns and makes recommendations for improvement to building administrators.

C. Curriculum Development and Implementation

1. Works collaboratively with other administrators in planning the curriculum in order to facilitate articulation of the programs.
2. Leads the district's program review cycle to audits curriculum, instruction, and assessment within the department and develop recommended modifications in cooperation with central office personnel and building administrators through the Office of Curriculum and Instruction.
3. Implements and evaluates important curriculum and pilot programs.
4. Develops a five-year plan for the department.
5. Cooperates in the design, writing, and coordination curriculum projects.



6. Coordinates the review, selection and distribution of department instructional materials, textbooks, and equipment.
7. Reviews lesson plans and classroom records of department members at appropriate intervals to assure that the requirements of the curriculum guide are being delivered.

D. Building Management

1. Assists with a maintenance schedule of department equipment and alerts the building administrators of needed repairs.
2. Establishes, monitors, and encourages teachers to conduct extra help sessions.
3. Assists as needed with the development and implementation of school safety plans for buildings connected to department.

E. Communication

1. Organizes and attends meetings at the department, school, and district levels.
2. Maintains parental contact and monitors teacher/parent communication.
3. Works closely with building administrators and guidance department staff regarding student scheduling problems, changes and student progress.
4. Develops and implements a plan for the use of community personnel and/or activities to enhance the department instructional process.
5. Disseminates and monitors the implementation of goals (Strategic, Board, District, Building, and Department).
6. Communicates to department staff administrative directives.
7. Compiles reports, data, and information as necessary.
8. Processes the first level of the grievance procedures.
9. Communicates department concerns to the administration.
10. Maintains communication with the building and central administration.
11. Prepares monthly and/or yearly reports regarding department programs, budgets, concerns, and supervision.
12. Prepares and submits news releases to designated individuals when appropriate.

F. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 13 November 2018