



SECTION 1140  
CATEGORY Administration  
SUB-CATEGORY Director of Curriculum

**QUALIFICATIONS:**

1. New Jersey State Certification as a Principal or School Administrator (preferred).
2. Minimum of five years' teaching experience.
3. Minimum of three years' experience in an administrative/supervisory capacity.
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 Director of Curriculum reports directly to the Assistant Superintendent for Curriculum and Instruction.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Director of Curriculum shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

**JOB GOAL**

The Director of Curriculum is responsible for coordinating the development, delivery, implementation, and monitoring of curricula, initiatives, events, and projects.

**TERMS OF EMPLOYMENT**

Twelve-month individual contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.

**PERSONAL EVALUATION**

Director of Curriculum 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 Assistant Superintendent for Curriculum and Instruction or 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

- I. Relationship with the Superintendent and Central Office Administrators
  1. Works with the Superintendent of Schools, as well as the Assistant Superintendents, keeping them informed on issues, strengths, and needs related to the instructional program.
  2. Offers professional advice to the Assistant Superintendent for Curriculum and Instruction on items requiring Board action with appropriate recommendations and supporting data based on thorough study and analysis.
  3. Informs the Assistant Superintendent for Curriculum and Instruction on the status of job-specific projects or actions.
  4. Supports all official decisions on district matters by the Superintendent of Schools, once an official decision has been reached.
  
- II. Educational Leadership
  1. Implements the district's goals, objectives, policies and the state's goals and requirements.
  2. Assists in the supervision of a program of continuous curriculum development and improvement in all subject areas in the school system.
  3. Recommends to the Superintendent of Schools changes in policies and administrative rules relating to the implementation of the educational program in the school district.
  4. Encourages research and creativity among district staff.
  5. Assists in the evaluation of curriculum to ensure compliance with core curriculum standards, state law and affirmative action requirements.
  
- III. Budget Development and Financial Planning
  1. Assists the Assistant Superintendent for Curriculum and Instruction in the preparation of the annual budget related to curriculum, instruction, and assessment with accurate and complete information and analysis in the area of instructional services, supplies and equipment.
  2. Evaluates financial needs and makes recommendations for adequate financing to accommodate short and long-range budget planning related to the instructional program.
  
- IV. General Staff Management
  1. Accepts and carries out responsibilities for maintaining liaison between the Superintendent of Schools and/or Assistant Superintendents and instructional personnel.
  2. Evaluates staff using an evaluation approach that identifies specific areas of strengths and needs. Recommends and plans with staff specific alternative approaches for improvement in performance, including an array of strategies consistent with effective counseling, consultation, and special instruction.
  3. Assists in the development and implementation of a comprehensive in-service program and courses responsive to staff development. Identifies in-service needs, in part from findings of the program review and staff evaluation processes.
  4. In cooperation with other district administrators, plans for the annual assignment of instructional personnel.
  5. In conjunction with the district administrative staff, assists in the supervision and evaluation of teaching personnel.
  6. Plans and administers procedures for the evaluation of all members of the instructional staff in the school district.
  7. Assists in the planning and implementation of in-service training for teachers.
  8. Organizes, directs, and supervises the district-wide subject area supervisors to provide a comprehensive program of curriculum development and evaluation.



9. Serves as a member of the Superintendent's administrative team for administrators' evaluations.
10. Supervises, evaluates, directs, and works closely with the supervisors.

V. Curriculum, Instruction, and Assessment

1. Assists in the management of all aspects of the district's instructional programs, including, but not limited to curriculum, instruction, assessment, evaluation, scheduling, and state and federal reporting.
2. Reviews and assesses programs, addresses areas in need of improvement, and makes suggestions for changes and updates.
3. Guides program development and curriculum writing.
4. Assists in the creation of a plan for assessment and assists supervisors with building various types of assessments that accurately measure student learning.
5. Oversee and monitors the implementation of curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
6. Develops, evaluates, recommends, and promotes new or expanded programs and curricula.
7. Provides educational leadership in the application of district curriculum and the implementation of instructional programs of the district.
8. Researches and develops plans to implement curricula into existing courses or develops new courses.
9. Ensures instructional initiatives are directly connected to the district goals.
10. Works directly with school administrators, supervisors, and staff in the development, implementation, and evaluation of initiatives and curriculum.
11. Assists in the monitoring of federal, state, and local assessment scores as it connects to program and instruction.
12. Observes classroom instruction to evaluate teachers, curriculum implementation (content, materials, pedagogy, pace, and standards), student performance, and program effectiveness.
13. Collaborates with the technology department and library media specialists to ensure that appropriate reference materials are available to support programs.
14. Ensures coordination of services and articulation between all schools and levels.
15. 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.
16. Communicates with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
17. Attends required staff meetings and serves, as appropriate, on staff committees.

VI. 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: 2018 August 28