

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Assistant Superintendent for Curriculum and Instruction, 6-12

**II. PRIMARY FUNCTION**

Assumes the major duties of organizing, coordinating and directing the development, implementation and coordination of all curriculum projects as well as student grading/scheduling/assessment, guidance and special services program in all secondary grades of the district

**III. REPORTS TO**

Superintendent of Schools

**IV. SUPERVISES**

- Supervisors
- Staff Development Trainers
- Executive and support secretaries
- Other staff, as assigned

**V. QUALIFICATIONS**

- Minimum of a master's degree in administration and supervision with knowledge of the Understanding By Design model of curriculum/instruction
- Doctorate preferred
- Minimum of three (3) years' experience in administration and/or supervision of curriculum and instruction
- Experience as a principal preferred
- Must hold or be eligible for appropriate (Principal/School Administrator) New Jersey Certificate
- Demonstrated success in the supervision, development, implementation and evaluation of curriculum and instruction
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Direct the development, implementation and evaluation of all phases of the regular instructional program
- Participate in the selection and recommendation for adoption for all textbooks and supplementary instructional materials, achievement and professional journals
- Organize and review school level plans to ensure compliance with NJDOE and NCLB mandates
- Direct all phases of the district's testing programs
- Serve as district liaison to county and state agencies for areas of responsibility, including NCQSAC, Curriculum Council and NCLB mandates
- Determine annual and long-range budget needs
- Work closely with special education and content areas supervisors to coordinate program development, implementation, facilitates and reviews the activities of the Edison Township Curriculum Coordinating Council
- Coordinate the major activities, processes and development of the district Strategic Plan
- Prepare for publication of the school report card data
- Direct and ensure the advancement of technology integration across the curriculum for teaching and for assessment as well as student information data applications
- Ensure compliance with Intervention and Referral Services Procedures and response to intervention procedures

- Coordinate the state-mandated mentoring program
- Direct and supervise all phases of the district's in-service/staff development program for certified and non-certified personnel
- Direct and supervise the process of obtaining and applying for state and federal grants
- Prepare performance evaluations for all personnel who report directly to the Assistant Superintendent for Curriculum and Instruction, 6-12. Assist the Superintendent in preparing performance reports for principals
- Ensure that the quality of observation and performance reports as written capture and reinforce Edison's instructional standards as articulated in the BOE-adopted curriculum/programs and NJCCC Standards
- Serve as district liaison to county and state agencies for oversight of the Local Professional Development Committee
- Ensure that all administrators meet the requirements for the NJDOE-required Professional Growth Plans
- Monitor annual programs of all professional teaching staff to comply with the 100-hour Professional Development Mandate
- Ensure district compliance of the NJDOE Comprehensive Equity Plan and relevant instructional/staff development areas of NJQSAC
- Direct and coordinate district scheduling of students and report card distribution
- Coordinate school-level Cultural Understanding Initiative/Equity Plans
- Monitor compliance of all teacher observation and evaluation procedures and regulations
- Facilitate meetings for the Edison Township Curriculum Coordinating Committee
- Serve as co-chairperson to the Board of Education Curriculum/Policy Committee and District Human Relations Committee
- Assumes the responsibilities for administering the district in the absence of the Superintendent
- Performs such other duties as may be assigned by the Superintendent of Schools and/or designee

## **VII. TERMS OF EMPLOYMENT**

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION, 6-12

APPROVED: January 24, 2011