

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Supervisor - Elementary

**II. PRIMARY FUNCTION**

Assumes a major role as a resource consultant to classroom teachers i.e. visits classrooms and works with teachers on matters directly related to the instructional process

**III. REPORTS TO**

Assistant Superintendent of Curriculum and Instruction and/or designee

**IV. SUPERVISES**

Teachers

**V. QUALIFICATIONS**

- Must possess a regular New Jersey Elementary Certificate
- Masters Degree from an accredited college or university
- Must possess (or be eligible for ) New Jersey Supervisor's Certificate
- Minimum of five (5) years of successful teaching at the elementary level
- Knowledge of elementary school curriculum required
- Knowledge of trends in reading, language arts, mathematics, integrated learning, assessment required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

**VI. MAJOR DUTIES AND RESPONSIBILITIES**

- Assists in curriculum improvement work at the elementary level, including: a)investigating and evaluating new programs, teaching techniques and materials, b) assessing current programs in the district, c) developing and implementing new programs
- Assists in the evaluation, selection and ordering textbooks, equipment, supplies and materials
- Assists in the scheduling process
- Assists in the orientation and in-service training of teachers
- Assists in various and appropriate aspects of curriculum improvement
- Participates in the selection of candidates for teaching positions
- Assists in the review of lesson plans on a regular basis
- Conducts classroom observations and assists teachers in the teaching/learning process
- Assists in the evaluation of teachers
- Perform such other duties as may be assigned by the Superintendent or designee

**VII. TERMS OF EMPLOYMENT**

Twelve-month position in accordance with provisions of EPSA/BOE contract