

## JOB DESCRIPTION

### I. TITLE

Supervisor of World Languages/ESL (K-12)

### II. PRIMARY FUNCTION

Assists the district in providing leadership for the educational program in the subject (s) to which assigned. Aids in the organization and supervision of the program in the subject area (s) and in ensuring the successful functioning of the program

### III. REPORTS TO

Assistant Superintendent of Curriculum and Instruction and/or designee

### IV. SUPERVISES

Department professional staff

### V. QUALIFICATIONS

- Must possess a regular New Jersey Instructional Certificate endorsed for the appropriate subject area. If more than one subject area is included in position, certification endorsement must be in at least one of the subject areas
- Must possess (or be eligible for) New Jersey Supervisor's Certificate
- Must have a Bachelor's degree with major in the subject area, plus a Master's degree preferably in the subject area
- Minimum of three (3) years of successful teaching in the subject area required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

### VI. MAJOR DUTIES AND RESPONSIBILITIES

- To provide leadership for instruction and assessment in keeping with the Understanding By Design curriculum reform model
- To monitor student achievement individually and by sub-group and provide direction for program review and revision given achievement results
- To ensure the teaching of informational reading and writing in the content area
- To assist in the evaluation, selection and ordering of textbooks, equipment, supplies and materials
- To maintain an accurate inventory of and to assume responsibility for the distribution of textbooks, equipment, supplies and materials at the high school level only
- To assist in the scheduling process
- To provide for the in-service training of teachers
- To assist in the orientation of teachers
- To assist in the selection, orientation and scheduling of substitute teachers at the high school level only
- To assist in various and appropriate aspects of curriculum improvement related to subject area (s)
- To participate in the selection of candidates for teaching positions
- Review lesson plans on a regular basis
- Conduct classroom observations and to assist and evaluate 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

