

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

INSTRUCTION/CURRICULUM

Administrative Regulations

TITLE:	DIRECTOR OF CURRICULUM AND INSTRUCTION
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Instructional <i>Certificate</i> and Subject Area Endorsement or eligibility2. Should have or be eligible for a Supervisor or Administrative Certificate in the State of New Jersey3. At least three years of classroom teaching and college work of Master's Degree or better, which includes work in curriculum development, organizational change, school restructuring4. Demonstrated knowledge of subject specialty and effective teaching methods5. Ability to maintain a positive learning environment6. Strong interpersonal and communication skills7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
*As defined in <u>NJ.A.C. 6A:9-9</u> Instructional certificates	
REPORTS TO:	Superintendent of Schools
JOB GOAL:	The Director is responsible for the development of an articulated K-12 curriculum and improvement of instruction for the school districts of Carlstadt, East Rutherford, and Carlstadt-East Rutherford Regional. Shall provide leadership and service on a region wide basis. Shall work with the respective superintendents of the above referenced school districts, principals, teachers, and special service personnel to cooperatively plan and put into action the educational programs appropriate for every child and in total compliance with state standards.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Works to achieve NJ Core Curriculum Content Standards and regional educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom, coordinates the efforts of certified

staff to teach students through an approved course of study utilizing board-adopted curriculum, textbooks and other appropriate teaching materials that are aligned with the NJ Core Curriculum Content Standards.

2. Develop the budget for his/her department and any special departments indicated in the organization chart. Requisition forms for materials, supplies and services shall be supplied for purchases and signed by the Director.
3. Advise and/or develop submission of federal and state grants.
4. Develop budget for the Office of Curriculum and Instruction and submit to the superintendents for approval and forwarded to appropriate boards of education for action by January ____ .
5. Assume responsibility for the operation and maintenance of the Office of Curriculum and Instruction (through the superintendant of the LEA district).
6. Review state and national curriculum programs and standards and advise administrators on their merit.
7. Advise all instructional personnel and boards of curriculum studies and pilot programs being conducted in the consortium schools, and where possible, assist in developing each program of studies.
8. Hold automatic chairmanship of the Inter-District Instructional Council.
9. Regularly schedule curriculum development meetings with supervisors, coordinators, administration, and teachers to follow up decisions and define new areas for investigation and adjustment. Written agenda will have been prepared and distributed prior to these meetings. Written recommendations will be distributed followed by minutes of all meetings.
10. Provide regularly scheduled meetings with the respective superintendents.
11. Shall organize and direct community/staff study and planning groups involved with curriculum and facilities when directed by superintendents.
12. Assist and coordinate with the development and implementation of appropriate staff development activities in support of curriculum and instructional programs.
13. Provide staffing recommendations related to curriculum review/development when requested by consortium

superintendents.

14. Work with Parent-Teacher Associations and other related educational groups, as appropriate and directed by administration.
15. Develop and present reports on curriculum studies and proposals to local boards as requested by superintendents.
16. Develop and present special study reports and analysis of student achievement on standardized and criterion referenced tests.
17. Distribute analysis of testing programs to individual districts through each of their respective superintendents.
18. Develop a professional library containing curriculum materials, research materials, and staff development materials maintained in a central location.
19. Hold membership in educational organizations, local, state, and national relating to the Office of Curriculum and Instruction.
20. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student, serving as a resource person to staff for this and other activities.
21. Coordinates and assists certified staff in their efforts to assess student's academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
22. Coordinates and assists certified staff in their efforts maintain records of student's educational progress in class record books and/or board approved forms or process and to summarize these marks for reporting purposes.
23. Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.
24. Coordinates and assists certified staff in their efforts to budget class time effectively.
25. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school programs.
26. Coordinates and assists certified staff in their efforts to devise written and oral assignments and criterion referenced tests that

require analytical and critical thinking as well as the reproduction of facts that reflect their knowledge of the curriculum.

27. Coordinates and assists certified staff in their efforts to supervise and control students in out-of-classroom activities as assigned.
28. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through inservice education and other professional growth and staff development activities.
29. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational programs and staff development activities.
30. Coordinates and assists certified staff in their efforts to makes effective use of community resources to enhance the instructional program.
31. Develops and/or assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
32. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
33. Performs other duties as may be assigned by school administration.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over students
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	
<u>N.J.S.A. 6A:7</u>	
<u>N.J.S.A. 6A:8</u>	
<u>N.J.S.A. 6A:9</u>	

See particularly:

<u>N.J.A.C. 6A:9-3.3</u>	Discipline of students
<u>N.J.A.C. 6A:9-5</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:9-S</u>	Standards and assessment
<u>N.J.A.C. 6A:9-9.1</u>	Professional licensure and standards
<u>N.J.A.C. 6A:9-9.2</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-15</u>	General certification policies
<u>N.J.A.C. 6A:16</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:32-4 et seq.</u>	Authorizations-general

See particularly:

<u>N.J.A.C. 6A:32-4.1</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:32-4.2</u>	Required professional development for teachers
<u>N.J.A.C. 6A:32-4,4</u>	Programs to support student development
<u>N.J.A.C. 6A:32-5.1</u>	Employment and supervision of teaching staff
<u>N.J.A.C. 6A:32-6 et seq.</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-7 et seq.</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-8 et seq.</u>	Evaluation of tenured teaching staff
	Standards for determining seniority
	School employee physical examinations
	Student records
	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

School Policy Cross References:

- 6000 Concepts and Roles in Instruction
- 6010 Goal and Objectives in Instruction
- 6140 Curriculum Adoption
- 6141 Curriculum Design/Development
- 6142 Subject Fields
- 6143 Curriculum Guides
- 6150 Instructional Arrangements
- 6156 Instructional Planning and Scheduling
- 6160 Instructional Services and Resources
- 6171 Special Instructional Programs
- 6300 Evaluation of Instructional Programs