

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## INSTRUCTION/CURRICULUM

## Administrative Regulations

TITLE: SUPERVISOR

- QUALIFICATIONS:
1. Valid New Jersey Supervisor or Principal or School Administrator Certificate\*, and teacher certification in at least one academic field of assigned supervisory content area preferred
  2. Demonstrated knowledge of subject specialty and effective teaching methods
  3. Ability to maintain a positive learning environment
  4. Strong interpersonal and communication skills
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

\*As defined in N.J.A.C. 6A:9.12.1 – 6A:9.12.6 Instructional Certificates

REPORTS TO: Superintendent/Principal/Designated Administrator

SUPERVISES: Certificated content area staff, as assigned

JOB GOAL: The Supervisor shall have leadership qualities, a thorough knowledge of the subject matter, and a minimum of five years teaching experience. As a member of the Principal's instructional team, he/she shall help in the development of a sound, effective educational climate.

The Supervisor will further act as a member of an advisory group to the Principal by assisting in the formulation of sound practices and procedures, as well as in implementing the Policies of the Board of Education.

- PERFORMANCE RESPONSIBILITIES:
1. Conduct departmental meetings and coordinate work of staff members.
  2. Assist in interviewing teacher candidates and selecting new departmental personnel.
  3. Observe classroom instruction, evaluate work, review lesson plans for compliance with all current standards, and make suggestions for improvements as may be appropriate.
  4. Assist with administrative leadership in the internal analysis of local, state, and national student performance assessments including the contribution of intellectual input for improving district performance in all aggregated school achievement indicators published for public information.

5. In accordance with the approved Five Year Curriculum Cycle, review and make recommendations concerning curricular revisions, share leadership in collaborative review and recommendations for textbook adoption, and share in the supervision of staff in the revision and writing of curricula.
6. Be responsible for book inventories, book storage, and maintenance of inventories of all instructional materials assigned to the department.
7. Assist with induction and orientation of new teachers.
8. Review requests for instructional material, and submit annually a detailed budget concerning the needs of the department.
9. Take the initiative to implementing and revising the approved course of study.
10. Assist the Principal in planning faculty and in-service meetings.
11. Act as a liaison between the administration and the teachers.
12. Be responsible for orienting and assessing substitutes and practice teachers.
13. Assist in program articulation / communication with elementary grades, particularly grades seven and eight.
14. Be prepared to review and work on state and federal projects.
15. Submit a monthly report to the Principal, including a report on the department's operation and progress, its plans and goals, and its recommendations for continually improving its operations.
16. Assumes classroom teaching schedule and duties as may be assigned by the Principal within the annual master schedule.
17. Performs all other tasks and assumes such other duties as may be assigned by the superintendent

TERMS OF  
EMPLOYMENT:

Annual 200 day work year appointment in alignment with the teachers' instructional calendar commencing July 1 through June 30; all professional obligations of the above indicated Performance Responsibilities shall be accomplished to the satisfaction of the of the Principal and/or Superintendent; supervisors will be assigned up to four (4) teaching periods per day within the annual master schedule. Compensation to be determined by the Board of Education.

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 certificated staff.

Approved by: Board of Education: September 19, 2018

Revised: November 14, 2018

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

See particularly:

<u>N.J.A.C. 6A:9-3.3</u>	Discipline of pupils
<u>N.J.A.C. 6A:9-5</u>	Managing for equality and education in education
<u>N.J.A.C. 6A:9-5</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.

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