

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Supervisor of 21st Century Skills
(Business, Computer Science, Technology Education, Family/Consumer Science, Media)

II. PRIMARY FUNCTION

Assists the district in providing leadership for the integration of technology education 21st century skills as outlined in NJSL in secondary (6-12) coursework. Assists in the organization and supervision of programs in the content areas ensuring the successful functioning elective programs. Serves as District Director of CTE (Career & Technical Education) planning and implementation.

III. REPORTS TO

Chief Academic Officer - Secondary

IV. SUPERVISES

Supervision of department professional staff

V. QUALIFICATIONS

- Must possess a regular New Jersey Instructional Certificate (K – 12)
- Must possess (or be eligible for) New Jersey Supervisor's Certificate
- Demonstrates organizational, communication, leadership, analytical and interpersonal skills
- Minimum of five (5) years of successful teaching
- Strong understanding of 21st century life and career skills and career ready practices
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- 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
- To assist in the scheduling process
- To assist in the orientation and in-service training of teachers
- To assist in various and appropriate aspects of curriculum improvement related to the subject area(s)
- To participate in the selection of candidates for teaching positions
- Review lesson plans on a regular basis
- Conduct classroom observations and assist teachers in the teaching/learning process
- Assist in the evaluation of teachers
- Perform other related duties as assigned by the Chief Academic Officer - Secondary

VII. TERMS OF EMPLOYMENT

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

APPROVED: February 25, 2019