



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Supervisor

REPORTS TO:

Superintendent /Director
of Secondary and
Elementary Education

QUALIFICATIONS:

1. Valid New Jersey Supervisory Certificate or Principal Certificate or eligibility.
2. Minimum of five years teaching experience.

GENERAL DESCRIPTION:

The Supervisor shall be responsible for the overall supervision, coordination, articulation and improvement of the department.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Supervises all instruction within the content area.
2. Evaluates the quality of instruction of each teacher in the content areas by means of a planned program of observation using prescribed procedures and makes recommendations to the Superintendent and/or designee for the award of increments and the continued employment of teachers.
3. Demonstrates initiative and leadership in the improvement of the instructional program.
4. Works with the Superintendent and/or designee in developing, implementing and evaluating the curriculum.
5. Prepares course guides annually.
6. Holds meetings and conferences with teachers regarding courses of study, methods of instruction, and matters affecting the progress of pupils.
7. Assists teachers to make full use of all materials and equipment.
8. Participates in the screening and selection of all new personnel you will supervise.
9. Assists the building principals and the guidance department as appropriate in determining the course offerings and teaching schedule.
10. Develops and implements plans for seminars, professional development and committee work.
11. Prepares a budget and creates purchase orders for the content area.
12. Prepares and maintains inventories of all books, equipment and supplies.
13. Assists in projecting future needs in the area of facilities, equipment and staff.

14. Cooperates with the library/media staff in maintaining an extensive library, digital access, and resource center of staff.
15. Participates in professional meetings outside the district and demonstrates ongoing professional growth.
16. Participates as a member of the Administrative Council.
17. Works with the building principals to develop a program of articulation within and among grade levels.
18. Assists guidance personnel in pupil placement procedures as appropriate.
19. Works with teachers in their Professional Learning Communities.
20. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent/Directors of Secondary and Elementary Education.

WORK YEAR: Ten plus one or Twelve month position.

DATE APPROVED:	October 18, 2016
BY:	Board of Education