



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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**TITLE:** Elementary Supervisor  
**REPORTS TO:** Superintendent/Director of Elementary Education  
**QUALIFICATIONS:**

1. Valid New Jersey Supervisor certificate.
2. A minimum of five year's teaching experience
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

**GENERAL DESCRIPTION:**

The Elementary Supervisor shall be responsible for the overall supervision, for the execution of duties as defined and coordination, articulation and improvement of the elementary programs.

**ESSENTIAL JOB FUNCTIONS:**

1. Oversees the review, revision, and direct the writing of curriculum for grades K-5.
2. Schedules and organizes grade level and subject area meetings in order to effect consistency and articulation of the instructional program among the four elementary schools and the middle school.
3. Schedules and organizes meetings with principals and teachers to discuss implementation of the curriculum.
4. Coordinates the selection of textbooks and instructional materials throughout the elementary schools using faculty committees and recommend those selected to the Superintendent for adoption by the Board of Education.
5. Coordinates curriculum materials among schools.
6. Coordinates professional development opportunities for grade level and/or building staff on curriculum implementation.
7. Serves as a resource to parents on elementary education concerns.
8. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measure used by the schools.
9. Conducts classroom observations and provides supervision/evaluation of teachers as requested by building principals or central office administrators.
10. Prepares a budget for district programs and professional development for staff in all four schools and create purchase orders.
11. Secures and makes available to the staff samples of various instructional materials, textbooks, and curriculum guides.
12. Performs such other tasks and assumes such other responsibilities as assigned by their supervisor.

**WORK YEAR:** Ten plus one-month position  
**DATE APPROVED:** October 18, 2016  
**APPROVED BY:** Board of Education