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Sayreville Public Schools

Job Description – SUPERVISOR/DEPARTMENT CHAIRPERSON

Qualifications:

Holds or is eligible for the appropriate New Jersey Administrative Certificate.

Primary Function:

Assumes responsibility for the thorough and efficient administration/supervision of the educational program within his/her respective department(s) and for any instruction of assigned pupils in designated curricular areas as directed by the Superintendent of Schools and in accordance with established Board of Education policies.

Reports to:

Assistant Superintendent and Director of Pupil-Special Services as directed in accordance with established Board of Education policies.

Supervises:

Pupils, teachers, related services (if applicable), teacher aides, student teachers/practicum observers.

Major Duties and Responsibilities:

1. Remains abreast of and continues to develop a knowledge of current developments, new trends, and contemporary interpretations of general school supervision; elementary, secondary and/or vocational supervision and of subject matter content in assigned area(s).
2. Remains abreast of current developments, new trends, and contemporary interpretations of educational supervision, curriculum development, the learner and the learning process in the curricular areas to which he/she is assigned.
3. Directs and develops staff planning toward providing instructional services and a curriculum/program of study that meets individual needs, interests and abilities of pupils.
4. Directs and develops the processes of revising/updating designated curriculum/program of study, selection of books, equipment, and other instructional materials, as required.
5. Supervises and evaluates professional and non-professional personnel assigned to his/her designated curricular area in accordance with established Board of Education policies.
6. Plans, organizes and recommends in-service programs for the development of the school/district staff.

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7. Confers with/counsels colleagues, other professionals, pupils, and/or parents on a regular basis and creates/develops harmonious relations with colleagues, other professionals, pupils and the members of the community.
8. Assists in the coordination of all activities pertinent to the school's/district's T&E Manage-Plan as directed by the Superintendent of Schools, Assistant Superintendent or building Principal and in accordance with existing Board of Education policies.
9. Assists in the development of the designated curricular area's annual budget as directed by the Superintendent of Schools or building Principal in accordance with existing Board of Education policies.
10. Assists in the preparation and maintenance of appropriate testing programs in the designated curricular areas, consistent with and relevant to the goals and objectives of the school district.
11. Assists in upholding and enforcing school rules, administrative regulations and board policy.
12. Assists in the development of reasonable school rules/procedures and maintains order in a fair and just manner.
13. Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education.

Evaluation:

According to statute and rule and Board of Education policy.

References: N.J.S.A. 18A:11-1, 27-4, N.J.A.C. 6:3-1.21; N.J. Regulations and Standards for Certification, Board of Education, Borough of Sayreville, N.J., Policy Manual.

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