

DIRECTOR OF CURRICULUM AND INSTRUCTION

Title: Director of Curriculum and Instruction

Qualifications:

1. Successful Principal or Supervisor Experience
2. Successful Teaching Experience
3. Knowledge of State and National Academic Standards
4. Knowledge of Curriculum
5. Knowledge of Research Proven Instructional Strategies, Methodologies and Approaches
6. Knowledge of Assessment of Learning

Primary Function: Oversees the development and implementation of all curricula and the instructional strategies, methodologies, and approaches required to do so with fidelity, as well as in the development and administration of assessment instruments for the purpose of evaluating student learning and instructional effectiveness.

Reports to: Superintendent of Schools

Curriculum and Instruction

- Attend all BOE Student Achievement Committee Meetings.
- Interpret all Board Policies and Administrative Regulations relating to curriculum and instruction; and advise, counsel, direct, and assist, as necessary, in their implementation.
- Recommend the development of needed Board Policy and Administrative Regulations pertaining to curriculum, instruction, and assessment programs, pupils, and instructional staff.
- Coordinate and facilitate the District Curriculum Committee Meetings.
- Ensure the development and effective implementation of curriculum that is aligned to the New Jersey State Learning Standards.
- Develop and implement instructional strategies, methodologies, and approaches designed to implement district curriculum with fidelity.
- Identify, design, and implement assessment instruments designed to measure student learning and program effectiveness.
- Assist in the coordination and facilitation of all District Evaluation Advisory Council Meetings.
- Advise Superintendent on matters pertaining to curriculum development, instructional practices, and assessment.
- Plan and direct an ongoing program of research related to curriculum, instruction, and assessment as a means of keeping abreast of new theories, trends, and practices.
- Represent District with Superintendent when applicable at local, county, state and national meetings, conferences, and workshops pertaining the curriculum, instruction, and assessment.

- Other personnel duties may include to: Support Superintendent in monitoring/evaluating District major goals and objectives, attend Board meetings and prepares such reports for the Board as the Superintendent may request, assist in the evaluation of the performance of administrative personnel in accordance with law, code and Board policy, and perform other related duties as may be assigned by the Superintendent and/or requested by the board.

New Jersey School Report Card

Confirm accuracy of information and narratives from principals. Enter all district information into the Homeroom site.

Elementary and Secondary Education Reauthorization Act (formerly NCLB)

Assist with the completion of the ESSA/NCLB Application and entering of all information in EWEG. Meet with non-publics in the LEA to develop goals and budgets for Title IA, IIA, IID and IIIA. Approve and process all public and non-public purchase orders. Complete the annual ESSA/NCLB Final Report, Carry-Over Report and amendments.

Title I A

Assist in the completion of the annual Title I Comparability Report and Performance Report; creation of data collection sheets for Title I Teachers' End-of-Year Reports, preparation of all documents for the Title I state audit (every 3 years) and/or federal audit; and the maintenance of Title I Equipment Inventory.

Title IIA

Assist in the completion of the annual Title II Performance Report and Class Size Reduction Report Card.

Title IIIA

Assist in the development and composition of the Bilingual/ELL Three Year Program Plan. Assist in the completion of the annual Title IIIA Performance Report.

LEP Exit Report

Using ACCESS and MAC III, report to DOE the scores of students who exited and the criteria used. Schedule annual MAC III testing. Develop the ELL teaching schedules for the three ELL teachers.

Our Schools Booklet

Update and prepare the Our Schools Booklet for the printer and make postal arrangements for delivery.

Financial and Business Management:

- Follow district policies and procedures relative to the use of public funds and property.
- Work cooperatively with the Superintendent and Business Administrator to develop a curriculum, instruction, and assessment budget.

- Make recommendations to the Superintendent, Assistant Superintendents, and Building Administrators regarding curriculum materials and activities.
- Work cooperatively with the Business Administrator regarding accurate records, purchase order processing and other related fiscal matters.
- Assume responsibility for signing contracts and purchase orders involving curriculum and instruction commitments and purchases.

Supervisors

- Work cooperatively with superintendent to evaluate and complete Annual Performance Reviews for supervisors.
- Meet monthly with supervisors to review curriculum, instruction, assessment, and resources.
- Assist Superintendent with the development Professional Development Plans for supervisors.

Additional Duties:

- Observe certified teaching and non-teaching staff members.
- Maintain good public relations with the community and utilize fully the community resources to enrich the learning program.
- Encourage teacher and parent participation in school related organizations and policies.
- Support school/community organizations.
- Assist the Superintendent in developing the School District Calendar.
- Maintain consistent lines of communication with the Superintendent, Assistant Superintendents, the Director of Human Resources, Business Administrator, and other administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observances of all Board of Education policies and administrative procedures.
- Perform other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

Terms of Employment: Twelve month position.

Evaluation Criteria: In accordance with provisions of the Board’s policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption/Revision Date: March 21, 2023