

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** District Director of PK-12 Educational Programs
- Qualifications:** New Jersey School Administrator Certification required
- Master's Degree or higher in Educational Leadership
- Minimum 10 years in education, 5 of which must have been in administration required
- Experience in evaluating staff and planning/implementing effective professional development programs
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Other qualifications as determined by the Superintendent
- Reports To:** Assistant Superintendent for Curriculum, Instruction and Special Services
- Job Goals:** Responsible for the administration and primary supervision of PK-12 comprehensive educational programs and resources. The District Director is also responsible for oversight of all staff professional development.
- Performance Responsibilities:**
1. Serves as a member of the district level administrative and works collaboratively with members in their respective areas of responsibility.
 2. Assists building administrators in the improvement of the instructional process, visits schools to confer with the principal on the school's needs and programs.
 3. Annually supports school administrators in the development of instructional program goals and school Action Plans.
 4. Analyzes student achievement data and facilitates the Learning Design Team work.
 5. Supervises and works collaboratively with Directors/Supervisors of Curriculum to improve teaching, learning and course curriculum.
 6. Performs evaluations of teaching and administrative staff in accordance with district-selected state approved models.
 7. Reviews lesson plans to monitor lesson effectiveness.

8. Coordinates the district staff development and professional development days including in-service days, summer workshops, and out of district workshops.
9. Manages and supervises the HS Pathways-STEM, BMAP, GLP3 as well as the Early College Academy with Brookdale Community College. Manages and supervises dual-enrollment course offerings and CTE courses. Seeks to explore new opportunities for educational pathways/programs.
10. Serves as the district's ELL coordinator.
11. Supervises the district's Gifted and Talented Program and the identification, placement, and communication with parents/guardians of students recommended for the GT program K-6.
12. Coordinates summer programming with the District Director of Assessment, Evaluations and Special Projects.
13. Supervises the planning of the New Educator Orientation Program/New Teacher Induction Program with the District Director of Assessment, Evaluations and Special Projects.
14. Provides research and resources on best practices and current trends to staff and administrators.
15. Supervises and is responsible for the writing of the assigned curriculum based on research and student needs which include: program objectives, course proficiencies, scope and sequence, instructional activities, methods of student assessment and standards of achievement.
16. Works collaboratively with other directors and building administrators to provide for vertical and horizontal articulation across and within content areas/grade levels.
17. Assists in interpreting the assigned curriculum to parents, students, staff and the BOE; arranges and participates in information programs for the BOE and the community.
18. Develops and manages budgets associated with supervisory areas in a fiscally responsible manner in accordance with BOE policies, regulations and administrative directives.
19. Oversees placement of clinical residency (student teaching) candidates.
20. Participates with principals and directors in conducting interviews and demonstration lessons by candidates for vacancies.
21. Oversees the ESEA Grant application and all federal spending.
22. Recommends student field trip destinations to the BOE and approves applications/requests for student field trips as requested by staff.
23. Serves on the Board of Education Curriculum Committee.

24. Promptly reports the enacted laws and regulations regarding curriculum and instruction, requiring revisions to Board policies and/or regulations and advises of any changes or revisions that should be made to Board policies and/or regulations.
25. Prepares reports and documents for BOE meetings.
26. Manages student report cards K-12.
27. Such other duties as assigned by the Assistant Superintendent of Curriculum, Instruction and Special Services.

Terms of Employment: Twelve-month year
Salary and fringe benefits to be determined by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of administrative personnel

Approved By: Board of Education

Date: