

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

**JOB DESCRIPTION**

- Title:** District Director of Evaluation, Assessment & Special Projects PK-12
- Qualifications:** New Jersey School Administrator Certification required
- Master's Degree or Doctorate in Educational Leadership
- Minimum 10 years' experience in education, 5 of which must have been in administration required
- 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:** Assists administrators in their roles as educational leaders to effectively evaluate staff and implement valid and reliable assessment practices to improve teaching and learning in coordination with Educator Evaluation requirements and the New Jersey Student Learning Standards. Active monitoring of classroom instruction, articulation of best practices among grade levels and schools, and providing continuity of evaluative measures for staff and students.
- Performance Responsibilities:**
1. Assists in setting the vision for improving how teachers and school leaders are supported and given critical feedback to improve practice.
  2. Serves as a member of the administrative team and works collaboratively with members in their respective areas of responsibility.
  3. Creates observation assignment schedule of teachers and administrators including co-observations for inter-rater reliability.
  4. Oversees the setting of student growth objectives and administrator goals to link teacher and administrative evaluation with student outcomes.
  5. Works to modify the evaluation instruments in coordination with Central Office and Building Administrators to improve educator effectiveness.
  6. Supervises and works collaboratively with Directors/Supervisors of Curriculum to improve teaching, learning and course curriculum.

7. Serves as District Assessment Coordinator PK-12
8. Participates with principals and directors in conducting interviews and demonstration lessons by candidates for vacancies.
9. Works with District Director of HR and Instruction, Principals, Asst. Principals and Directors to develop monitor Corrective Action plans for staff as needed.
10. Provides information and training for teachers and administrators with regard to local, State, and National Initiatives including Educator Evaluation Requirements (ACHIEVENJ), NJSLA and NJ Student Learning Standards.
11. Reviews lesson plans to monitor lesson effectiveness.
12. Oversees District Data Warehouse and Benchmark Assessment system.
13. Monitors student performance data and leads analysis of this information for improvement in teaching and learning.
14. Provides guidance and direction to teaching staff to promote valid and reliable assessment practices.
15. Oversees the creation of the Middle and High School Course Selection Guides.
16. Oversees the implementation of NJTSS (New Jersey Tiered System of Supports).
17. Coordinates summer programming with the District Director of Staff Development and Student Programs.
18. Prepares reports and documents for BOE meetings.
19. Assists building administrators in the improvement of the instructional process, visits schools to confer with the principal on the school's needs and programs.
20. Supervises the identification, placement and communication with parents/guardians of students recommended for the honors program K-12.
21. Provides guidance and direction to teaching staff to promote valid and reliable assessment practices.
22. Provides research and resources on best practices and current trends to staff and administrators.
23. Serves on the Board of Education Curriculum Committee.
24. Assists in creation and oversight of the district's Mentoring Plan.
25. Oversees selection of mentors for first year teachers.

- 26. Supervises the planning of the New Educator Orientation Program/New Teacher Induction Program with the District Director of Staff Development and Student Programs.
- 27. 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.
- 28. 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 on evaluation of administrative personnel.

**Approved By:**

Board of Education

**Date:**

5/27/14

**Revised:**

5/13/21