

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

**JOB DESCRIPTION**

**Title:** Assistant Superintendent for Curriculum and Instruction

**Qualifications:** New Jersey School Administrator certificate

Minimum of 8 years of experience in education, 4 of which must have been in administration (required)

Possess a comprehensive understanding of the development, implementation, evaluation and coordination of curriculum K-12, including special education programs

Demonstrated ability to create and implement effective staff development programs

Demonstrated ability in the recruitment, management and supervision of staff

Demonstrated ability in written and oral communication skills

Demonstrated administrative, organizational and interpersonal skills

Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

**Reports To:** Superintendent of Schools

**Job Goals:** Provide leadership in the development, implementation, coordination and evaluation of the entire instructional program. (K-12, general education and special education)

Plan and supervise effective staff development programs and plans for all staff.

Manage certificated and non-certificated staff, administration and labor relations.

- Performance Responsibilities:**
1. Serve as a member of the Central Office Administrative Team.
  2. Provide leadership in the formulation of objectives for the Curriculum & Instruction and Special Education Departments as well as promote the understanding of these objectives of the District.
  3. Provide leadership in the assessment of student academic needs. Implement, monitor and evaluate programs and practices to meet the identified needs.
  4. Supervise all instruction and advise district directors, directors, principals and teachers in best practice procedures, methods and materials to produce the best possible educational conditions and outcomes for

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students.

5. Make recommendations to the Superintendent regarding the adoption of new textbooks, instructional materials, methods and programs.
6. Supervise and monitor an ongoing evaluation program that includes the review and evaluation of state and district-wide testing programs and other evaluative measures that address District and state goals and anticipated student outcomes.
7. Coordinate the reporting of student performance, including but not limited to progress reports, report cards, and standardized test results. Recognize student achievements and accomplishments.
8. Implement a professional development plan to provide effective training, orientation and other professional growth for staff, and monitor the plan for continued effectiveness.
9. Coordinate all activities of special services of the District through the Special Education Department administrators and building administration including, but not limited to student health, child study teams, home instruction, related services and 504 compliance. Ensure compliance with federal and state requirements.
10. Coordinate preparation and management of annual budgets in the areas of curriculum, instruction and special education.
11. Oversee compliance with federal and state regulations in the areas of curriculum instruction and special education. Direct the coordination of all activities relative to preparation and implementation of state monitoring schedules.
12. Direct and supervise all staff (certificated and non-certificated) in the Departments of Curriculum & Instruction and Special Education. Evaluate staff members as assigned by the Superintendent.
13. Oversee the implementation, review and revision of all district policies related to areas of supervision.
14. Communicate all information regarding policies and procedures related to areas of responsibility, interpreting content as required or requested.
15. Interpret and communicate information on program, services and State and Federal regulations to school personnel, parents, and the Board.
16. Formulate and present policies, plans, programs, and proposals for improvement of the District and its operation.
17. Exercise such educational and administrative leadership, supervision and guidance of staff as may be necessary for producing the best possible educational conditions and outcomes for students. Conduct evaluations of teachers and administrators as assigned.

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18. Maintain contact with educational leaders and community resources in special education as well as curriculum and instruction at regional, state and national levels.
19. Advise in all matters pertaining to the general welfare of the individual schools and the District as a whole.
20. Engage in the activities of local, state and national organizations or other growth activities as may be necessary to provide this community with quality leadership.
21. Exercise such educational and administrative leadership, supervision and guidance of staff as may be necessary to produce the best possible educational conditions and outcomes for students.
22. Coordinate the employment procedures for teaching staff. Recommend to the Superintendent the employment, promotion, assignment, transfer, withholding of increment, discipline, dismissal or retirement of any school employee.
23. Direct educational committees as determined by district, program and school needs.
24. Perform all other duties as assigned by the Superintendent of Schools.

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

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

Approved: