

DIRECTOR OF EARLY CHILDHOOD CURRICULUM AND INSTRUCTION

- Title:** Director of Early Childhood Curriculum and Instruction
- Qualifications:**
1. Successful Director, Principal, or Supervisor Experience
 2. Successful Teaching of Related 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 early childhood 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 early childhood 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 early childhood curriculum, instruction, and assessment programs, pupils, and instructional staff.
- Co-coordinate and facilitate the District Curriculum Committee Meetings.
- Ensure the development and effective implementation of early childhood curriculum that is aligned to the New Jersey State Learning Standards.
- Develop and implement instructional strategies, methodologies, and approaches designed to implement the district early childhood curriculum with fidelity.
- Identify, design, and implement assessment instruments designed to measure early childhood learning and program effectiveness.
- Assist in the coordination and facilitation of all District Evaluation Advisory Council Meetings.
- Advise the Superintendent on matters pertaining to early childhood curriculum development, instructional practices, and assessment.
- Plan and direct an ongoing program of research related to early childhood 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 to 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 Performance Report

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

Preschool Expansion Aid

Work collaboratively with the Superintendent and Business Administrator to complete and submit annually to the New Jersey Department of Education the Preschool Expansion Aid (PEA) Enrollment and Budget workbook.

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 an early childhood curriculum, instruction, and assessment budget.
- Make recommendations to the Superintendent, Assistant Superintendents, and Building Administrators regarding early childhood 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 early childhood curriculum and instruction commitments and purchases.

Supervisors

- Work cooperatively with superintendent to evaluate and complete Annual Performance Reviews for early childhood instructional 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, Director of Curriculum and Instruction, Director of Human Resources, Business Administrator, and other administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observance 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: May 2, 2023