

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

**JOB DESCRIPTION
DIRECTOR OF CURRICULUM**

JOB GOAL

To provide leadership in the development, implementation, coordination, and analysis of the district's curriculum.

SUPERVISES

Instructional staff as assigned.

QUALIFICATIONS

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Minimum experience as determined by the board.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Works with administrators, coordinators, and teachers in developing and implementing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Researches, evaluates, and recommends the adoption of new instructional materials, methods and programs to the principal and superintendent.
3. Provides leadership in the development of instructional programs and achievement of state core curriculum content standards and district goals and objectives.
4. Provides leadership in the development and implementation of the district's Professional Development Plan including the planning for the district's in-service and training programs for the instructional staff. Recommends and evaluates training resources and professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum guides or directories to be distributed to the staff as required.
8. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
9. Presents and interprets the educational program of the district for the faculty, Board of Education, parents, and public.
10. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
11. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
12. Coordinates the selection of textbooks and instructional materials throughout the district and recommends those selected to the superintendent for adoption by the Board of Education.
13. Keeps abreast of and interprets the current research in the area of curriculum development, teaching and learning to the staff.

14. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education students and other students with special needs.
15. Meets on a regular basis with all department coordinators and guidance counselors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
16. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by the principal or superintendent.
17. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
18. Assists in recruiting, hiring, training and assigning of instructional personnel.
19. Assumes responsibility for reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used by the school.
20. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
21. Performs other duties as may be assigned by the Principal or Superintendent.

ESSENTIAL SKILLS/ABILITIES

1. Thorough understanding of the pedagogy and best practices of education.
2. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
3. Ability to plan, organize and administer a district-level professional development program.
4. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
5. Ability to create, maintain and analyze department budget.
6. Ability to analyze, anticipate and schedule course offerings.
7. Attention to detail with a focus on thoroughness and quality.
8. High integrity and ethical standards.
9. Knowledge of computer and software programs.
10. Regular attendance.
11. Prolonged periods sitting at a desk and working on a computer.
12. Ability to attend and preside over lectures and meetings.
13. Ability to traverse school facility and grounds.

REPORTS TO

Principal/Superintendent.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **May 8, 2008**
 AMENDED: **February 12, 2009**
 AMENDED: **June 26, 2014**
 AMENDED: **May 25, 2017**
 AMENDED: **May 27, 2021**

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:7F	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; drug testing; requirement
<u>N.J.S.A.</u>	18A:25-2	Authority over pupils
<u>N.J.S.A.</u>	18A:26-1	Citizenship requirements for teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u>	18A:26-2	Certificates required; exception
<u>N.J.S.A.</u>	18A:27	Employment and contracts
<u>N.J.S.A.</u>	18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u>	18A:28-5	Requirements for tenure
<u>N.J.S.A.</u>	18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u>	18A:37	Discipline of pupils
<u>N.J.A.C.</u>	6:3-4.1	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u>	6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u>	6A:8	Standards and assessment
<u>N.J.A.C.</u>	6A:9	Professional licensure and standards
<u>See particularly:</u>		
<u>N.J.A.C.</u>	6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u>	6A:9B-5	General certification policies
<u>N.J.A.C.</u>	6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9B-9	Instructional certificates
<u>N.J.A.C.</u>	6A:9B-12.3	Authorization
<u>N.J.A.C.</u>	6A:9B-12.6	Supervisor
<u>N.J.A.C.</u>	6A:9B-13	Acting administrators
<u>N.J.A.C.</u>	6A:9C	Required professional development for teachers
<u>N.J.A.C.</u>	6A:9C	Required professional development for school leaders

<u>N.J.A.C.</u>	6A:14	Special education
<u>N.J.A.C.</u>	6A:16	Programs to support student development
<u>N.J.A.C.</u>	6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u>	6A:30	Evaluation of the performance of school districts

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

New Jersey Quality Single Accountability Continuum (NJQSAC)
Every Student Succeeds Act