

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****SUPERVISOR OF INSTRUCTION****JOB GOAL**

To provide leadership and supervision in the district; to coordinate curricula development in assigned areas, and to serve as an advisor to the Chief Academic Officer, Principal, and Superintendent, all toward the end of providing each student the maximum benefit from the educational program.

SUPERVISES

Teaching staff as assigned.

QUALIFICATIONS

1. Supervisory Certificate, Principal Certificate, School administrator Certificate, or Certificate of Eligibility.
2. Five years of teaching experience.
3. Knowledge of current NJ Curriculum and best practices in teaching.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Evaluate district personnel, as assigned, in the performance of their classroom and school duties as prescribed in administrative code and makes recommendations about retention and dismissal.
2. Provide assistance to district personnel, as assigned, in the performance of classroom and school duties and conduct conferences when appropriate.
3. Assist the teachers and Principal in developing Individual Professional Improvement Plans.
4. Work with staff and administration to establish courses of study, district curriculum objectives, course objectives, and grade level objectives; develop a plan for the implementation and evaluation of each course of study.
5. Conduct meetings and provide a synopsis of major considerations.
6. Maintain evaluation of current programs.
7. Assist in organizing, developing, and executing district in-service programs.
8. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, reviews receipts and purchase orders for such material, creates budgetary requests, and manages expenditures once approved.
9. Assist in grant applications.
10. Assist in the recruitment, screening, hiring, assigning, orientation, and training of district personnel.
11. Participate in Organizational and Community programs.
12. Work with the Chief Academic Officer to ensure meaningful articulation with sending district schools.
13. Assumes responsibility for his/her own professional growth and development through membership and participation in the office of professional organizations.
14. Aid in the daily functions of the school/district as assigned.
15. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and

regulations, Board of Education policies and regulations,
16. Perform other related duties as assigned by the Superintendent or his/her designee.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, instructional and management skills.
2. Understanding of the evaluation process.
3. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
4. Ability to maintain and analyze department budget.
5. Ability to analyze, anticipate and schedule course offerings.
6. Attention to detail with a focus on thoroughness and quality.
7. High integrity and ethical standards.
8. Knowledge of computer and software programs.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Ability to attend and preside over lectures and meetings.
12. Ability to traverse school facility and grounds.

REPORTS TO

Chief Academic Officer, Principal and Superintendent.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Superintendent or designee in accordance with the provisions of Board of Education policy.

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

APPROVED BY:	Cumberland Regional Board of Education
DATED:	February 12, 2009
AMENDED:	May 24, 2012
AMENDED:	June 25, 2020
AMENDED:	May 27, 2021
AMENDED:	April 27, 2023