

Lacey Township School District
Assistant Superintendent for Curriculum and Instruction

QUALIFICATIONS:

1. School Administrator Certificate required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Minimum 5 years experience in curriculum development, implementation, and management.
4. Minimum 5 years experience in school administration.
5. Demonstrated ability to work effectively in the areas of personnel management, school administration, and supervision of programs and staff.
6. Strong leadership and communication skills.

PRIMARY FUNCTION AND JOB GOAL:

The Assistant Superintendent for Curriculum and Instruction shall ensure the district/school educational objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas.

The Assistant Superintendent for Curriculum and Instruction shall supervise and direct, on an ongoing basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students and to assist the Superintendent substantially and effectively by providing leadership in developing, achieving, and maintaining the best possible curricula and instructional activities.

REPORTS TO:

Superintendent

SUPERVISES AND EVALUATES:

District staff assigned by the Superintendent

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the Board of Education

EVALUATION:

Performances of this job will be evaluated in accordance with New Jersey State law and the provisions of the Board's policy on evaluation of Professional Personnel.

PERFORMANCE RESPONSIBILITIES:

1. Interprets the instructional programs, philosophy, and policies of the district to staff, students, and the community at large.

2. Develops, implements and refines the ongoing administrative operations of the district in such areas as administration, research, planning, and assessment/evaluation.
3. Develops, implements, refines and is responsible for the evaluation of all district instructional programs, Pre-K to grade 12.
4. Carries out a leadership role in curriculum development and resulting staff development, Pre-K to grade 12.
5. Serves as the District Anti-Bullying Coordinator, 504 Coordinator, and Affirmative Action Officer.
6. Responsible for the formulation, planning, and implementation of the professional development program and staff travel for professional staff (teachers and administrators). Evaluates all professional development in regard to instructional programs.
7. Carries out a leadership role in considering all aspects of school safety and security.
8. Serves as a resource person to Principals, other administrators and identified certificated staff in the district and helps resolve problems at the local school level.
9. Coordinates and supervises activities with the District Supervisors and Supervisors of Instruction.
10. Coordinates, collaborates, develops and supervises activities with the Director of Special Services that focus on the development and implementation of programs that decrease out-of-district student placements.
11. Makes periodic on-site visits to schools and classrooms for the purpose of program evaluation, implementation, and needs assessments; and for the purpose of making recommendations for appropriate field trips that relate to the New Jersey Student Learning Standards.
12. Supervises the overall activities of the district's regular, gifted, and remedial educational programs and ensures that such programs are carried out in an efficient and effective manner.
13. Provides recommendations regarding the recruitment, employment, assignment, transfer, promotion, discipline, dismissal, and evaluation of personnel, as needed.
14. Reviews evaluations of district personnel and makes recommendations to the Superintendent and the Administrator responsible for Personnel.

15. Assists the Superintendent in ensuring the district's maximum utilization of funding opportunities and the acquisition of budgetary revenue to further benefit the district's programs, facilities, and personnel.
16. Assists the Superintendent in the overall activities relating to the operation of an effective community relations program.
17. Oversees development and implementation of short and long range plans for the continuous review of assessment procedures, strategies, etc., so as to maximize student achievement.
18. Supervises the overall activities relating to the operation of an effective district testing program.
19. Remains abreast of developments and best practices in the field of education; attends professional meetings, workshops and conferences; discusses educational developments and problems of mutual interest with others in the field, both within and outside the district as time and resources may permit.
20. Assists the Superintendent in conducting major research, planning, development, evaluation/assessment, and reorganization efforts for the district in order to continually upgrade its effectiveness in meeting the educational needs of all students.
21. Supervises the district's multi-year equity plan as it pertains to course offerings, programs, activities and services.
22. Directs the efforts of the district to meet external monitoring/evaluation reviews (e.g. Middle States, QSAC, etc.).
23. Develops long term and short term projections of program needs.
24. Assists the Superintendent in conducting staff meetings with school administrators and other staff as needed/requested in order to ensure consistent and effective implementation of district procedures, to interpret changes in Board policy or administrative rules, and discusses developments and/or evaluate trends as they pertain to staff in relation to curriculum and instruction.
25. Assists the Superintendent in administering the evaluation of certificated administrators as needed/assigned.
26. Supervises the acquisition and use of technology (hardware & software) as it relates to instructional programs.

27. Coordinates the collection, analysis and use of student performance data by district staff.
28. Assumes the responsibilities of administering the district in the absence of the Superintendent.
29. Carries out such other related duties as may be assigned by the Superintendent.

Approved by: Lacey Township Board of Education

Revised:

Date Approved: August 20, 2018

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds through –7.5 for disqualification from employment; exception
- N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent
- N.J.S.A. 18A:17-17 Certificate required
- N.J.S.A. 18A:17-22 Assistant superintendent; duties
- N.J.S.A. 18A:17-23 Suspension of assistant superintendent
- N.J.S.A. 18A:21-34 School Ethics Act
- N.J.S.A. 18A:27-10 Non tenured teaching staff member; offer of employment for next s succeeding year or notice of termination before May 15
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.A.C. 6A:5 Regulatory equivalency and waiver
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- N.J.A.C. 6A:9 Professional licensure and standards
- See particularly:
- N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
- N.J.A.C. 6A:9-5 General certification policies
- N.J.A.C. 6A:9-12.3 Authorization
- N.J.A.C. 6A:9-14 Acting administrators
- N.J.A.C. 6A:9-15 Required professional development for teachers
- N.J.A.C. 6A:9-16 Required professional development for school leaders
- N.J.A.C. 6A:14 Special education
- N.J.A.C. 6A:15 Bilingual education
- N.J.A.C. 6A:16 Programs to support student development
- N.J.A.C. 6A:17 Students at risk of not receiving a public education
- N.J.A.C. 6A:23 Finance and business services
- N.J.A.C. 6A:26 Educational facilities
- N.J.A.C. 6A:27 Student transportation
- N.J.A.C. 6A:28 School operations
- N.J.A.C. 6A:30 Evaluation of the performance of school districts
- N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff
- N.J.A.C. 6A:32-4.5 Evaluation of non-tenured teaching staff
- N.J.A.C. 6A:32-5.1 Standards for determining seniority
- N.J.A.C. 6A:32-7 Student records
- N.J.A.C. 8:59-11.1 N. J. Worker and Community Right to Know Act
et seq.
- N.J.A.C. 12:100-4.2 Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

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

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.