

# LACEY TOWNSHIP SCHOOLS

Instruction/Curriculum

CERTIFIED

**TITLE: DISTRICT SUPERVISOR OF INSTRUCTION (K-12)**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Asst. Superintendent

**SUPERVISES:** Instructional staff as assigned

**JOB GOAL:**

To provide leadership in the development, implementation and coordination of the district's K-12 curriculum.

**PERFORMANCE RESPONSIBILITIES:**

Curriculum and Instruction

1. Works with principals and district supervisors and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends the adoption of new instructional materials, methods and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Works with the principal to recommend the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.

Meetings and committees

1. 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.
2. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

Constructive Interaction with staff

1. Meets on a regular basis with teachers for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
2. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff

## SUPERVISOR OF INSTRUCTION (continued)

as requested by building principals or central office administrative staff.

### Information and resources

1. 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.
2. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
3. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

### Other

1. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted inservice education program for all staff in the district.
2. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel, as directed.
3. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
4. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
5. Performs other duties as may be assigned by the superintendent.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

**BOARD APPROVED**

**MAY 21, 2012**

Revised:

### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10

Dismissal and reduction in compensation of persons under tenure in public school system

N.J.A.C. 18A:7F

Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:16-2

Physical examinations; requirement

N.J.S.A. 18A:25-2

Authority over pupils

N.J.S.A. 18A:26-1

Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1

Residence requirement prohibited

N.J.S.A. 18A:26-2

Certificates required; exception

N.J.S.A. 18A:27

Employment and contracts

N.J.S.A. 18A:28-3

No tenure for noncitizens

N.J.S.A. 18A:28-5

Tenure of teaching staff members

N.J.S.A. 18A:28-8

Notice of intention to resign required

## SUPERVISOR OF INSTRUCTION (continued)

<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.6</u>	Supervisor
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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

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