

# LACEY TOWNSHIP SCHOOLS

Instruction/Curriculum

CERTIFIED

**TITLE: SUPERVISOR OF ELEMENTARY INSTRUCTION (K-6)**

**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:** Principal

**SUPERVISES:** All staff as assigned

**JOB GOAL:**

To assist in providing leadership and oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

**PERFORMANCE RESPONSIBILITIES:**

Curriculum and Instruction

1. Works with principal and teachers in implementing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Works with principal and teachers to study, evaluate, and, as appropriate, recommend the adoption of new instructional materials, methods and programs.
3. Provides supportive leadership in the development of the K-6 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.

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 ELEMENTARY INSTRUCTION** (continued)**Information and resources**

1. Works with principal to maintain 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. 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. Assists in the reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used in the school.
4. Performs other duties as may be assigned including the responsibilities of the Principal in his/her absence.

**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**

Revised:

**MAY 21, 2012****LEGAL REFERENCES:**N.J.S.A. 18A:6-7.1Criminal history record; employee in regular contact with pupils;  
grounds for disqualification from employment; exception  
Dismissal and reduction in compensation of persons under tenure  
in public school systemN.J.S.A. 18A:6-10N.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

N.J.S.A. 18A:37

Discipline of pupils

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

SUPERVISOR OF ELEMENTARY INSTRUCTION (continued)

<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.