

# Lacey Township School District

## **JOB TITLE: SUPERVISOR OF Instruction (7-12)**

### **QUALIFICATIONS:**

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Valid New Jersey teaching certificate.
3. Minimum of five years of teaching or administrative experience.
4. Successful teaching experience.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Ability to plan, organize and administer a district-level professional development program.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** District Supervisor and Principal

**SUPERVISES:** All staff as assigned

### **NATURE AND SCOPE OF JOB:**

Leads the development, organization, implementation, coordination, and evaluation of grades 7-12 instructional programs to ensure that all students meet and exceed District Goals and State Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

### **JOB FUNCTIONS AND 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 7-12 instructional program and achievement of state 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.

**Information and Resources**

1. Works with the principal to maintain a curriculum guide and resources for the use of the staff and collaborates with principals and teachers to develop 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 in-service 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 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 by the Principal and/or District Supervisor.

**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:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_