

## PROFESSIONAL STAFF POSITION

- TITLE:** Director of Curriculum and Instruction
- QUALIFICATIONS:**
1. Valid New Jersey Principal Certificate or eligibility
  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. Strong interpersonal and communication skills.
  6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- REPORTS TO:** Superintendent
- SUPERVISES:** All certified and noncertified staff in department and instructional staff as assigned.
- JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's curriculum and instructional program.

### PERFORMANCE RESPONSIBILITIES:

#### Curriculum and Instruction

1. Works with principals, directors, 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 to the superintendent the adoption of new instructional materials, methods and programs, including tutoring and remedial instruction.
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. Recommends to the superintendent the addition of new courses, grade placement and credit allowance.

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. Supports the planning and presentation of 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. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
2. Meets on a regular basis with all administrative and instructional faculty for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff 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. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
2. Assumes responsibility for reviewing and evaluating results of district-wide benchmark testing, and for other evaluative measures used by the schools.
3. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
4. Coordinates professional development to meet instructional needs, as assigned.

5. Coordinates tutoring and remedial instruction, as assigned.
6. Performs other duties as may be assigned by the superintendent.

NCLB/Title I Coordinator

1. Serves on Title 1 Committees, both at the building and district level.
2. Assists each Title 1 school in developing a parent program that serves the needs of their parents, community and school.
3. Works with schools to develop home-school compact, outlining the school's parent's responsibilities to support students learning.
4. Provides parents' training and materials to support their children's learning.
5. Provides education to teachers and staff to communicate and work with parents as equal partners.
6. Coordinates and integrates programs and activities with similar programs, i.e. Head Start.
7. Provides opportunities to participate for parents with limited English proficiency and disabilities.
8. Guides parents in locating proper organizations and agencies that can assist with education, training or other needs.
9. Conducts Parenting Programs.
10. Facilitates, maintains, and serves at the Parent Teacher Resource Center.
11. Facilitates all school-wide program planning, implementation, and evaluations.
12. Plans and completes the local Title 1 application.
13. Administer the Title I, IIA and III budget.
14. Monitors the activities of Title 1 teachers and Title 1 responsibility of the instructional consultants.
15. Assists building principals with the evaluation of instruction consultants.
16. Helps identify Title 1 staff needs and participates in the selection of program personnel.
17. Provides inservice for Title 1 staff and Title 1 buildings.
18. Coordinates the Title 1 parental involvement program.
19. Retains focus and gives priority to raising the academic achievement of Title 1 students while accomplishing other tasks.

**TERMS OF**

**EMPLOYMENT:**

Twelve months. Salary to be determined by the board through negotiations with the Freehold Administrators Association.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.