

MATAWAN ABERDEEN REGIONAL SCHOOL DISTRICT

Aberdeen, New Jersey

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION 6-12

QUALIFICATIONS:

1. Principal Certificate Required
2. School Administrator Endorsement preferred.
3. Master's Degree required; additional degrees/coursework desirable.
4. Minimum 3 years experience as a building principal strongly preferred
5. Five years successful teaching experience
6. Demonstrated knowledge, skills, and abilities in communication skills.
7. Demonstrated knowledge, skills and abilities in curriculum development, professional development, assessment, technology integration and data analysis highly desirable.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Twelve month year; salary to be determined by the Board of Education upon the recommendation of the Superintendent.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

SUPERVISES and EVALUATES:

Principals and other district staff assigned by the Assistant Superintendent or the Superintendent.

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

ESSENTIAL FUNCTIONS & SKILLS

To provide leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and district operations related to curriculum, instruction, assessment and professional development.

Ability to: communicate effectively, both orally and in writing; make presentations to a variety of audiences; work collaboratively with others; interact effectively with a variety of people; lead groups to consensus; use conflict resolution strategies; analyze, interpret, and use data for decision making; make decisions based on relevant information; interpret test results and develop instructional programs to address instructional needs; plan, organize and establish priorities; use current technology in administration and instruction and work with members of the office as a team. Knowledge of: group dynamics; local, state and federal policies which impact public school education; current trends, research and best practices in curriculum and instruction; effective schools concepts and principles; learning theory, program planning, curriculum development, management of instructional programs; and federal, state and district educational goals and standards. Ability to observe, evaluate and make personnel recommendations

concerning building principals and other staff for which responsibility is assigned.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Coordinate the development and implementation of performance standards based on the NJ Student Learning Standards
- 2) Coordinate the development, implementation, monitoring and evaluation of curriculum for the following 6-12 content areas:
 - 21st Century Life and Careers
 - Comprehensive Health and Physical Education
 - English Language Arts
 - Mathematics
 - Science
 - Social Studies
 - Technology
 - Visual and Performing Arts
 - World Languages
- 3) Ensure that educational programs are modeled after best practices and provide leadership to ensure the understanding of and the promotion of the educational objectives of the district.
- 4) Implement state and federal requirements.
- 5) Assist in the development and implementation of curriculum and learning activities to achieve district goals and state standards.
- 6) Help coordinate summer school programs and summer assignments for students.
- 7) Oversee instructional technology and media services for 6-8 schools.
- 8) Monitor test results and provide specific assistance to improve student performance.
- 9) Coordinate the evaluation and selection of textbooks, instructional materials, technology equipment and software for the district
- 10) Assist in the development, utilization, revision and distribution of instructional program materials.
- 11) Coordinate the development, implementation, monitoring and analysis of local and state assessments, including any necessary training.
- 12) Visit classrooms regularly and participate in grade level staff meetings.
- 13) Assist in revising program/course description handbooks.
- 14) In collaboration with Assistant Superintendents, Business Administrator and Principals, supervise federal grant applications and programs, including Title 1, Title IIA, and Title III
- 15) Develop, coordinate and evaluate the gifted and talented educational program.
- 16) Assist school and district leaders in the planning, construction and renovation of school facilities.
- 17) Observe and evaluate building principals and other staff for which responsibility is assigned by the Assistant Superintendent and oversee any new evaluation procedures or programs
- 18) Assist the Assistant Superintendent of schools in the supervision and evaluation of the operations of the schools pursuant to the identification of and the addressing of school, staff, and students' needs pursuant to the development, implementation, and assessment of curriculum and professional staff development activities.
- 19) Assist in recruiting, interviewing, and making personnel recommendations concerning principals and other staff as assigned by the Assistant Superintendent.

Communication

- 20) Coordinate program planning to involve district and school personnel, community representatives and students as assigned by the Assistant Superintendent.
- 21) Collaborate with schools and district personnel to facilitate continuing systemic improvement in student performance and school improvement initiatives.
- 22) Coordinate the short and long-range planning process with school administrators.
- 23) Work with administrators and faculty in organizing and coordinating appropriate grade level and department meetings as well as special committees, in order to effect horizontal and vertical continuity and articulation of the instructional program (6-12) throughout the district.
- 24) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives, programs, student achievements, faculty accomplishments and priorities and to elicit support and assistance.
- 25) Interpret and present curriculum changes to the board of education, the administration, the staff and the general public.
- 26) Work with the board of education, Superintendent, Assistant Superintendent, Principals, Directors, Faculty, and Community Residents, as appropriate, in developing the general philosophy, goals and policies of the instructional program for the Matawan-Aberdeen Regional School District.
- 27) Consult with business and community groups on educational and training needs.
- 28) Keep the Assistant Superintendent informed of potential problems and important events.
- 29) Provide information and advice to the Assistant Superintendent regarding the effective and efficient operation of schools.

Professional Growth and Improvement

- 30) Keep informed and disseminates information about current research, trends and best practices in education, including developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Matawan-Aberdeen Regional School District.
- 31) Maintain and strategically increase expertise in assigned areas, legal issues, and best practices to fulfill position goals and objectives through research and attendance at conferences and workshops.
- 32) Serve as district representative to various county, state, and national curriculum associations and committees.
- 33) Assist in the development, implementation and evaluation of staff professional development activities.
- 34) Form partnerships with administrators in a developmental growth process.
- 35) Coach and/or mentor administrative and teaching staff.

Systemic Functions

- 36) Assist in implementing the district's goals, policies and strategic plans.
- 37) Develop annual goals and objectives in curriculum and instruction consistent with and in support of district goals and priorities.
- 38) Promote and ensure that school improvement initiatives are consistent with the district vision and mission.
- 39) Prepare and coordinate the preparation of all required reports and maintain appropriate

records.

40) Assist the Assistant Superintendent, School Business Administrator, Principals and Directors in the development, coordination and management of budgets as required.

41) Serve on district, state, community councils, and committees as assigned by the Assistant Superintendent.

42) Represent the Office of Curriculum and Instruction at district and external functions in a positive and professional manner.

43) Assist in the transfer or assignment of personnel and programs.

44) Model and maintain high standards of professional conduct.

Leadership and Strategic Orientation

45) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services and evaluation of services provided.

46) Assist school personnel to identify program needs and to select appropriate materials and equipment.

47) Assist school personnel in initiating and implementing new programs.

48) Assist school leaders with the development and implementation of school improvement plans.

49) Involve principals in systematic and team approaches to school leadership and management.

50) Assist schools in keeping abreast of state mandates, district initiatives and provide leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction in the Matawan-Aberdeen Regional School District.

51) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

52) Oversee cooperative planning with other administrators.

53) Perform such other administrative tasks as may be assigned by the Superintendent or his/her designee.

Other Duties

a. Attend meetings as requested by the Assistant Superintendent.

b. Submit reports as requested by the Assistant Superintendent.

c. Perform other duties as delegated by the Assistant Superintendent.

DATE ADOPTED BY BOARD: July 24, 2017

AGREED TO BY INCUMBENT: _____ DATE: _____