



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Chief Academic Officer (Director of Curriculum, Instruction & Program)

(Adopted 12/17/2012; Revised 3/25/2013, Rev. 04/28/2016)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Certificate – School Administrator Certificate;
3. A minimum of five years teaching experience;
4. A minimum of two years administrative experience;
5. Demonstrated ability to work effectively in the supervision of programs and staff and curriculum development;
6. Strong leadership and communication skills;
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports To:

Superintendent of Schools

Supervises:

Instructional Supervisors, Student Personnel Services Supervisor, Special Services Supervisor, and Instructional Staff as assigned.

Job Goal:

To assist the Superintendent by providing leadership to professional staff to plan, implement, articulate and evaluate all instructional programs and curriculum. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Assists the Superintendent in supervising the District's instructional programs and curriculum.
2. Assist with the preparation and administration of the instructional accounts of the school budget.
3. Works with principals, instructional supervisors, department chairs, and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
4. Studies, evaluates, and, as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods and programs.
5. Provides leadership in the development of the 7-12 instructional program and achievement of state core curriculum standards and district goals and objectives and works with elementary sending districts to articulate Pk-6 curriculum.
6. Develops the District's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
7. Participates in regional and county curriculum organizations and groups.
8. Recommends to the Superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.
9. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.
10. Provide leadership and guidance in process of curriculum planning, coordination and evaluation.
11. Plans and administers an effective system for recruitment, selection, evaluation, and staff development for professional personnel.
12. Prepares drafts of needed Board policies and administrative rules for the Superintendent's review.



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13. 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.
14. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
15. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
16. 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.
17. Keeps abreast and interprets to the staff the current research in the area of curriculum development, teaching and learning.
18. Cooperates with the special education department in planning the instructional program for the special education classes.
19. Meet on a regular basis with all team leaders and department chairs, principals and supervisors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum and programs.
20. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.
21. Develops and implements the sections of the budget that pertain to curriculum and instruction.
22. Assumes responsibility for reviewing and evaluating results of district-wide testing programs and for other evaluative measures used by the schools.
23. Attends Board meetings and prepares such reports for the Board as the Superintendent directs.
24. Researches and prepares all grant applications, QSAC and other state reports.
25. Evaluate assigned personnel in accordance with law, code and Board policy.
26. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees which may include additional responsibilities resulting from current and future shared service agreements with surrounding districts.
27. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Executive Administrator
Pay Grade/Compensation Structure:	G02
Evaluation:	In accordance with Board policy
Job Code:	0122