



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Curricular, Instructional & Student Supervisor

(Adopted: March 23, 2017)

---

### Qualifications:

1. Master's Degree in Education;
2. NJ Supervisor Certificate;
3. Five year's teaching experience;
4. Ability to work with professional staff;
5. Ability to work independently;
6. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across curriculum;
7. Ability to plan, organize and administer a district-level professional development program.

### Reports To:

Superintendent and/or designee

### Supervises:

PK-12 Instructional staff and students as assigned;

### Job Goal:

To plan, conduct, and supervise the activities and instruction of the departments assigned; to enhance teachers' skills and strategies, and to increase student achievement in grades PK-12; To assist in the supervision and coordination of the Educational Program for assigned grades; to handle routine discipline and attendance referrals as necessary; to coordinate the student activities program of the school.

### Performance Responsibilities:

1. Supervise the classroom activities of all members of his/her department(s) for the purpose of improving instruction, implementing standards, and increasing student achievement.
2. Coordinate all activities with respect to improving instruction and program development with assistance from Department Chairpersons.
3. Create a yearly observation schedule; in conjunction with the Superintendent or designee.
4. Evaluate teacher classroom performance and provide feedback through classroom visitations, written reports, and conferences, and annual Professional Development Plans.
5. Provide educational and professional leadership for the department(s) by developing programs for curriculum development in conjunction with the Superintendent or designee.
6. Serve on the district's committees germane to areas of responsibility.
7. Conduct interviews of candidates for teaching positions in the department(s) and make recommendations to the Superintendent or designee.
8. Make teacher scheduling recommendations to the Superintendent or designee, Program Supervisors, and Building Superintendent or designees.
9. Attend meetings, conferences, and workshops which will enhance continued professional development and independent research.
10. Organize and run monthly meetings of the department(s) and send agendas and reports to the Superintendent or designee and Superintendent or designees.
11. Attend monthly meetings with the Superintendent or designee and the Superintendent or designees.
12. Collect, check, and provide feedback for all marking period assessments according to established district criteria.



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Curricular, Instructional & Student Supervisor

(Adopted: March 23, 2017)

13. Oversee, monitor, and provide feedback for the implementation of assessments administered throughout the year.
14. Prepare monthly activity logs/reports regarding the progress of the department(s) within the total school curriculum, including recommendations for improvement and needed changes each month.
15. Provide leadership to develop methods, procedures and techniques that will assist the staff with educational programs to meet the Core Curriculum Content Standards.
16. Assist in providing articulation with constituent districts in the appropriate curricular area.
17. Orient, advise, and mentor newly employed teachers and/or substitute teachers in collaboration with the Superintendent or designee, Program Supervisors and Building Superintendent or designees.
18. Review emergency lesson plans which have been submitted by members of the department.
19. Collect and review weekly lesson plans for Core Content Standards, methodologies, and assessment elements and provide appropriate feedback to staff.
20. Coordinate the review of materials, textbooks and equipment.
21. Update and maintain an inventory of all department(s) materials and equipment.
22. Develop, organize, and submit in conjunction with the staff, the annual budget for the department(s).
23. Review and analyze results of appropriate standardized tests and state assessment data with the department(s).
24. Check pupil failures in the department to determine causes and work with teachers to address areas of improvement.
25. Demonstrate the ability to work independently.
26. Exhibit planning and organizational skills.
27. Collaborate with pupil and special services personnel.
28. Assist in the development of the budget for departments.
29. Check deliveries to ensure all supplies, textbooks, and equipment have been received and follow-up on items not received.
30. Develop and recommend to the Superintendent or designee, regulations and procedures for all school discipline, attendance, and student activities.
31. Implement student discipline and attendance, procedure and policies.
32. Attend and supervise evening and weekend school activities as assigned by the Superintendent or designee.
33. Submit a monthly report to the Superintendent or designee which summarizes the accomplishments of the previous month including a statistical report of discipline cases and indicates future plans.
34. Submit annually a statistical report on the discipline cases handled for the year in a form designed in consultation with the Superintendent or designee.
35. Direct and administer the student activities program (Student government, clubs, classes, drama, and music activities, school publications, and assemblies) for assigned grades.
36. Assist in preparation of reports for the Superintendent's Office as assigned by the Superintendent or designee.
37. Conduct employee interviews as assigned by the Superintendent or designee.
38. Assist the Superintendent or designee in overseeing the daily check-in of teachers and give substitute teachers the necessary instruction for the day.
39. Assist in the supervision and observation of instructional staff.
40. Assist in the orientation on instructional staff.
41. Assist in scheduling of teachers and making teacher assignments.
42. Arrange all student activity programs for assigned grades and make requisite arrangements for each



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Curricular, Instructional & Student Supervisor

(Adopted: March 23, 2017)

- 
- scheduled event, as well as postponement and rescheduling, when required.
43. Supervise the student driving procedures to and from school for seniors.
  44. Assist in the reporting and accounting of student attendance and handle cases involving cutting and excessive absence or tardiness.
  45. Prepare and update the student handbook for assigned grades.
  46. Assist in the student activities financial operation.
  47. Review all student activity contracts.
  48. Serve as representative for the Superintendent or designee with community groups as required.
  49. Assist in receiving visitors to the school.
  50. Act as liaison with community groups, as assigned by the Superintendent or designee, and the community at large to foster and maintain cordial relations.
  51. Keep apprised of activities and trends in secondary education through attendance at meetings, workshops, clinics, and membership in professional associations.
  52. Ensure the entry of student discipline data in the student information system.
  53. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees.
  54. 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.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Instructional Supervisor
Pay Grade/Compensation Structure:	G07
Evaluation:	In accordance with Board policy