



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Instructional Supervisor (Chief Performance Officer)

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

Qualifications:

1. Master's Degree in Education;
2. NJ Supervisor or Principal 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:

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

Supervises:

PK-12 Instructional staff 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. Goals are for both Kingsway Regional and South Harrison School District.

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 Chief Academic Officer.
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 Chief Academic Officer.
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 Principal.
8. Make teacher scheduling recommendations to the Chief Academic Officer, Program Supervisors, and Building Principals.
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 Chief Academic Officer and Principals.
11. Attend monthly meetings with the Chief Academic Officer and the Principals.
12. Collect, check, and provide feedback for all marking period assessments according to established district criteria.
13. Oversee, monitor, and provide feedback for the implementation of assessments administered throughout the year.



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Instructional Supervisor (Chief Performance Officer)

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

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 Chief Academic Officer, Program Supervisors and Building Principals.
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. 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 for current and future shared service agreements with surrounding districts.
31. 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	Instructional Supervisor
Pay Grade/Compensation Structure:	G07
Evaluation:	In accordance with Board policy
Job Code:	0300