

Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Supervisor of Curriculum & Instruction
Reports to:	Superintendent
Supervises:	Instructional staff as assigned
Job Goal:	To provide leadership in the development, implementation, and coordination of the District's PK-6 curricular and general education instructional programs, and collaborate with special education programs.

Qualifications:

- Valid New Jersey Supervisor, School Administrator, ~~or~~ Principal Certificate or Certificate of Eligibility
- Knowledge of Current NJ Curriculum and best practices in teaching
- Demonstrated leadership in school improvement, program development, program evaluation, and curriculum integration, and application of technology across the curriculum
- Ability to plan, organize, and administer a district level professional development plan
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Strong interpersonal and communication skills

Performance Responsibilities:

1. Works with the superintendent, principals, subject matter specialists, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for curriculum and instruction.
2. Oversees the development and timely revision of district curriculum aligned with state regulations.
3. Develops and maintains a system for monitoring student progress data, including school wide diagnostic screening as required by regulation, and other data focused on improving student progress in learning the state curriculum.
4. Keeps up-to-date with state and federal regulations pertaining to the evaluation of teaching staff and collaborates with administrative staff in developing and implementing a district program of teacher evaluation in accordance with applicable laws.

5. Plays a key role in the development of a program of professional development for staff, and school improvement aligned with state regulations.
6. Studies, evaluates, and recommends to the superintendent instructional materials, teaching methods, programs, evaluations, and data monitoring methods.
7. Provides leadership in the development of the PK-6 instructional program, specifically methods of teaching, for all areas of the curriculum.
8. Assists in the development and implementation of the district's in-service education program for the instructional staff.
9. Participates in the work of regional, state, and national curriculum study organizations and groups.
10. Recommends to the superintendent the addition of new courses and grade placement.
11. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.
12. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the school.
13. Plans and presents meetings as required for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the school.
14. Maintains curriculum resources for the use of the staff, including materials such as state DOE provided information, informational articles, samples of various instructional materials, textbooks, and curriculum guides.
15. Coordinates the selection of hardcopy and digital instructional materials throughout the district, makes use of faculty committees as necessary, and recommends those selected to the superintendent for adoption by the board of education.
16. Keeps abreast of and interprets to the staff the current research and state requirements in the area of curriculum and instruction.
17. Recommends teacher attendance at conferences and meetings planned for professional development and growth.
18. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the superintendent.
19. Assists in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on and curriculum and instruction.

20. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
21. Assumes responsibility for reviewing and evaluating results of district-wide testing programs and for other evaluative measures used by the school.
22. Provides leadership in the development and monitoring of the general education system of Response-to-Intervention methods and processes.
23. Participates in the development and delivery of in-service programs and parent seminars related to effective teaching methods.
24. Strives to maintain and improve professional competence and to keep abreast of latest professional practice/methods and law.
25. Performs other related duties as assigned by the superintendent.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of NJ Achieve.