

WARREN HILLS REGIONAL

DEPARTMENT SUPERVISOR

I. **Position Title:** **Department Supervisor**

II. Qualifications:

- A. New Jersey Supervisory Certificate required with instructional certification in the subject area(s) preferred.
- B. A Supervisor's Certificate
- C. Curriculum Certificate in area supervising.
- D. Experience as a successful classroom teacher (5 years).
- E. Such alternatives to the above qualifications as the board may find acceptable.

III. Reports To: Building Principals

IV. Supervises: Certified Teachers

V. Job Goals:

- A. To assist in accomplishing district aims and objectives.
- B. To improve instruction and learning through: Curriculum development/implementation, supervision of instruction and the administration of the curricular area(s).
- C. To exemplify, demonstrate and promote current educational research.
- D. To coordinate, supervise and direct all resources and activities of the department(s).
- E. To be a catalyst for progress and curricular improvement and professional development.
- F. To improve student growth and achievement through implementation of best practices and strategies.

VI. Duties and Responsibilities:

A. Curricular Functions:

- 1. To evaluate, develop, coordinate, revise and implement courses of study based upon students' needs and interests.

2. To participate in the selection of current educational theories to be adopted by the district and for corresponding staff development programs. Once developed, the supervisor will be an active participant in staff development activities and will demonstrate, promote and implement these activities in the classrooms of his/her department(s) and the school(s).
3. To maintain awareness of current educational research, trends, programs, procedures and materials and assume responsibility for their dissemination and implementation.
4. To teach classes and recommend assignments and appropriate staffing levels for department members.
5. To evaluate, approve and submit for purchasing approval all curricular materials and equipment used in the department.
6. To annually prepare and maintain inventories of equipment, materials and textbooks.
7. To contribute to the planning of assemblies, field trips, identification of resource people, visitations and club activities of value to students and teachers.
8. To lead curriculum articulation, development, implementation and evaluation with sending districts, through cluster articulation meetings and the Cluster Curriculum Project.
9. To integrate the goals, objectives and work of the department(s) into the total school instructional program.
10. To work cooperatively with the Building Principals and the Director of School Counseling Services concerning course offerings, staff assignments, standardized testing and other pupil means of evaluation.

B. Supervisory Functions:

1. To develop good parent/teacher/student relationships.
2. To encourage and promote positive morale among teachers.
3. To supervise and evaluate the work of all teachers assigned to the supervisor according to the policy of the board and the laws of the State of New Jersey.
4. To take part in the development and implementation of the district's evaluation process for teachers.
5. To oversee, review and assess procedures including but not limited to Semester 1 and 2 exams, grading practices, and implementation of classroom practices focused on student growth and achievement.

6. To orient new teachers to department policy and procedures.
7. To monitor teaching areas and facilities for maintenance and safety and recommend their appropriate remediation, if necessary, to the administrative staff.

C. Administrative:

1. To serve as the primary contact in dealing with and resolving curricular, attendance and disciplinary referrals within the department prior to referral to school administration.
2. To assist the principals in assigning teachers and in arranging the teaching program of those in the department(s).
3. To advise and cooperate with the administration in the selection of teachers.
4. To prepare, coordinate and oversee the operational budget for the department(s).
5. To assist and facilitate the use of specialized student services within the district.
6. To prepare departmental reports as requested, including but not limited to, state report, analysis of state test scores, and Board of Education presentations.
7. To aid in the compilation of information pertaining to the evaluation of our schools, including but not limited to, QSAC, NJSLA and any additional assessment tools required by the NJ Department of Education.
8. To hold regularly scheduled department meetings and other special meetings as needed, with reports and agendas to be included in the monthly supervisory report to the Superintendent.
9. To promote the mission and accomplishments of the Warren Hills Regional School District.
10. To demonstrate professional competence and development in the field of supervision.

D. Performs additional duties as may be assigned by the administration.

Revised: 04-08-2025