

JOB DESCRIPTION

READINGTON TOWNSHIP
BOARD OF EDUCATION

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(Staff Development - Instructional
Technology)

Page 1 of 4

JOB TITLE: Supervisor Curriculum & Instruction
(Staff Development - Instructional Technology)

REPORTS TO: Superintendent

NATURE AND SCOPE OF JOB:

The Supervisor Curriculum & Instruction shall work with district administrators to plan and coordinate the district's professional development programs, and to support teachers and administrators in the areas that reflect school and district goals. The Supervisor Curriculum & Instruction shall utilize leadership, advocacy, and collaboration to assist faculty in the planning, development, coordination, and integration of current and future technology tools, programs, and projects into their lessons.

QUALIFICATIONS:

The Supervisor of Curriculum & Instruction (Staff Development - Instructional Technology) shall:

1. hold a New Jersey certificate in supervision and/or administration;
2. hold Master's Degree from an accredited college or university;
3. demonstrate excellent leadership and organizational skills and the ability to motivate people;
4. hold and maintain a valid driver's license with no serious violations;
5. have excellent integrity and demonstrate good moral character and initiative;
6. demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, instructional technology, learning assessment and diagnosis, and research related to learning;

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(Staff Development – Instructional Technology)
Page 2 of 4

7. exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents and the community;
8. demonstrate the ability to communicate effectively in English, both orally and in writing;
9. demonstrate the ability and willingness to model effective teaching strategies within the classroom by planning and executing well-designed lessons;
10. demonstrate proficiency with technological applications;
11. meet all governmental and Readington Township certification and application requirements;
12. meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;
13. must hold a valid New Jersey Teaching certification.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Curriculum & Instruction (Staff Development - Instructional Technology) shall:

1. work collaboratively and cooperatively with district and building administration to support technology initiatives and professional development opportunities;
2. assist in the implementation of the district's professional development program for the instructional staff, and recommend teacher attendance at conferences and participation in other professional growth activities;
3. oversee the coordination and scheduling of the district's in-service sessions and workshops that support district goals;
4. oversee the coordination of the New Teacher Induction Program;
5. demonstrate the ability to work with adult learners through building professional relationships, integrating technology into instruction, planning collaboratively, and providing support and feedback;
6. assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students;

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(Staff Development – Instructional Technology)
Page 3 of 4

7. keep abreast of current research in the areas of technology, curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills;
8. interpret to staff current research in the areas of technology, curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills;
9. identify staff development activities outside of the district and share with appropriate staff;
10. continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
11. provide leadership in the development of 21st century skills instruction;
12. demonstrate leadership in communicating with a variety of audiences throughout the district;
13. supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;
14. perform other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Supervisor (Staff Development - Instructional Technology) shall be employed under the following terms:

1. work year is established as a 12-month position;
2. salary, benefits and leave time as specified in the Collective Bargaining Agreement;
3. conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(Staff Development – Instructional Technology)
Page 4 of 4

EVALUATION:

The Superintendent shall evaluate the Supervisor (Staff Development – Instructional Technology) in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: May 8, 2018

Revised: