

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 1 of 8

REVISED

JOB TITLE: Executive Director of Humanities

REPORTS TO: Assistant Superintendent of Curriculum and Instruction or designee

SUPERVISES: Assigned Department Chairpersons, Supervisors and Teachers

NATURE AND SCOPE OF JOB:

The Executive Director of Humanities coordinates the planning, development, implementation and evaluation of curriculum and instructional practices within the areas of Language Arts, Social Studies, and World Languages to ensure that all students meet and exceed the State Core Curriculum Content Standards. The Director works collaboratively with the administrative and instructional staff and communicates effectively with parents, members of the community and colleagues in other districts and schools.

QUALIFICATIONS:

The Executive Director of Humanities shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11,
2. Hold a New Jersey teaching and/or supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6) in the respective field preferred.
3. Hold a Master's Degree from an accredited college or university.
4. Have at least five (5) years of successful teaching/administrative experience.
5. Have at least two (2) years of building administration or program supervision experience, and require certification in one of the respective areas
6. Hold a valid driver's license with no serious violations.
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 2 of 8

month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. Official College Transcripts.
5. Writing sample.
6. Employment interview.

EMPLOYMENT TERMS:

The Executive Director of Humanities shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Executive Director of Humanities shall:

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 3 of 8

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Provide educational leadership in the development of curriculum and the implementation of instructional programs of the district, including the evaluation of classroom instruction on a regular basis to encourage differentiated instruction and the use of variety strategies and materials consistent with research on learning and child growth and development.
3. Ensure coordination of services and articulation between the preschool and elementary as well as the elementary and secondary levels of the instructional programs by communicating frequently with supervisors, department chairpersons and principals on a regular basis.
4. Develop, implement, supervise and evaluate curriculum and instructional practices that ensure that each student meets and exceeds New Jersey Core Curriculum Content Standards, consistent with the mission, philosophy, values, and instructional goals of the district and meeting all laws, codes, Board Policies and Regulations.
5. Provide educational leadership for assigned programs, including:
 - Focus on individual student performance;
 - Clear procedures with consistent and fair application of policies and regulations;
 - Vertical and horizontal articulation of skills and content sequence;
 - Integrated, interdisciplinary thematic curriculum;
 - Effective and efficient utilization of instructional resources; and
 - Coordination of services with community agencies.
6. Provide administrative and supervisory responsibility for assigned instructional programs in the respective Core Curriculum Content Standards.
7. Recommend budget line items and coordinate the purchasing of instructional materials and equipment within assigned programs.
8. Collect and analyze performance data including, but not limited to, State and district assessment regarding the achievement of students, work samples, and other pertinent information affecting the design and evaluation of curriculum and instructional practices.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 4 of 8

9. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity, that they address each student's needs, interests and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
10. Monitor instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean and safe, with proper attention to the visual, acoustic and thermal environments.
11. Work cooperatively and collectively with principals, supervisors, department chairpersons and teachers to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
12. In collaboration with building principals, observe classroom instruction to evaluate curriculum implementation (content, materials, pedagogy, pace and standards), student performance, and program effectiveness.
13. Collaborate with the Director of Instructional Technology and Library Media Services to ensure that appropriate reference materials are available to support the Humanities program.
14. In collaboration with the Affirmative Action Officer, organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the program.
15. Remain current in the research that support curriculum development, instructional program design and delivery, and assessment in the assigned content areas.
16. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
17. Summarize, interpret and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development and involvement in professional organizations.
18. Supervise assigned personnel to ensure that all responsibilities are met and exceeded.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 5 of 8

19. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy and contractual requirements.
20. Recommend to the Director of Human Resources the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
21. Recommend staffing needs and assist the recruitment and selection of new personnel.
22. Provide orientation for new staff and ongoing opportunities for effective professional development that address the needs of the individual and the instructional program, including workshops, visitations, demonstration lessons, and team teaching in which the staff share successful practices and strategies.
23. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
24. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
25. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.
26. Notify immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
27. Conduct meetings as necessary for the proper functioning of the Humanities instructional programs. Keep the staff informed about current educational research, technology and materials for the improvement of instruction.
28. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents and colleagues.
29. Demonstrate initiative, effective organizational skills and the ability to motivate people.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

**1680 Executive Director of
Humanities**

Page 6 of 8

30. Demonstrate integrity and good moral character.
31. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
32. Demonstrate enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
33. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
34. Demonstrate the ability to use and evaluate electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
35. Complete, in a timely fashion, all grant applications, records, and reports as required by law and regulation or requested by the Assistant Superintendent of Curriculum and Instruction. Answer correspondence promptly.
36. Communicate with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
37. Recommend policies and procedures to promote a healthy and positive learning environment to facilitate effective classroom instruction and successful student performance.
38. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and Federal Law and District Policy.
39. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
40. Attend required staff meetings and serve, as appropriate, on staff committees.
41. Represent the school and district at community, State and professional meetings.
42. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 7 of 8

- 43. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
- 44. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

1680 Executive Director of

Humanities

Page 8 of 8

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGER

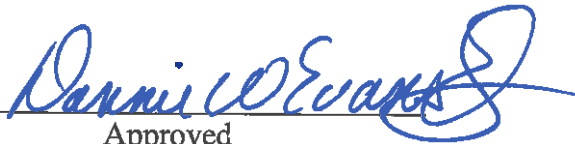
1680 Executive Director of

Humanities

Page 9 of 8

EVALUATION:

The Assistant Superintendent of Curriculum and Instruction or designee shall evaluate the Executive Director of Humanities in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

Date