

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS**

**1690 Executive Director for Curriculum  
and Instruction**

**Page 1 of 7**

**JOB TITLE: EXECUTIVE DIRECTOR FOR CURRICULUM AND  
INSTRUCTION**

**REPORTS TO: Chief Academic Officer**

**SUPERVISES: School District Directors and Supervisors**

#### **NATURE AND SCOPE OF JOB:**

The Executive Director for Curriculum and Instruction coordinates and works across multiple offices, divisions, and departments to ensure and verify curricula implementation, and monitor best practices through direct oversight of three areas: programs for gift and talented students, theme-based academy programs, and non-traditional programs.

The Executive Director for Curriculum and Instruction serves as the coordinator and evaluator of Directors and Supervisors for the Chief Academic Officer. The Executive Director for Curriculum and Instruction serves in a leadership role in carrying out management, administrative, and supervisory functions of the Chief Academic Officer's Unit to plan, develop, implement, and monitor theme-based development, gifted and talented programs, and student intervention services.

#### **QUALIFICATIONS:**

The Executive Director for Curriculum and Instruction 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 6A Chapter 9, with a School Administrator endorsement (N.J.A.C 6A:9-12.4).
  2. Have a Master's Degree from an accredited college or university.
  3. Have at least five (5) years of successful teaching/administrative experience and two (2) years of excellent administrative experience as a Supervisor, Director or Vice Principal.
  4. Have experience with curriculum development, standards, and assessment.
  5. Have experience in educational leadership, classroom management techniques and a variety of effective instructional strategies.
  6. Have experience with supervision and evaluation of administrative positions, instructional, and support staff.
  7. Demonstrate ability of program planning and ability to establish and manage budgets.
-

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS**

#### **1690 Executive Director for Curriculum and Instruction**

**Page 2 of 7**

8. Have knowledge of best instructional practices in helping all students achieve high standards.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Have ability to motivate staff to maintain the highest standards of performance for themselves and students.
11. Possess excellent work habits.
12. Possess excellent integrity and demonstrate good moral character and initiative.
13. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
14. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary, multilingual preferred.
15. Demonstrate proven participatory management, problem solving and organization skills.
16. 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.
17. 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 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.
18. 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
19. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
20. Hold a valid driver's license with no serious violations.

### **VERIFICATIONS OF COMPETENCY:**

1. District application and resume.
  2. Required documentation outlined in the qualifications above.
-

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS**

**1690 Executive Director for Curriculum  
and Instruction**

**Page 3 of 7**

3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources or copies of recent evaluations and observations of job performance.
4. Official transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

### **EMPLOYMENT TERMS:**

The Executive Director for Curriculum and Instruction shall be employed under the following terms:

1. Work year of twelve (12) months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all 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 for Curriculum and Instruction shall:

1. Work closely with other curriculum directors and supervisors to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
  2. Provide educational leadership and coordination in the development of curriculum and the implementation of instructional programs for the gifted and talented, theme-based, and non-traditional programs including the evaluation of classroom instruction on a regular basis.
  3. 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;
-

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### DIRECTORS AND MANAGERS

#### 1690 Executive Director for Curriculum and Instruction

Page 4 of 7

- Effective and efficient utilization of instructional resources; and
  - Coordination of services with community agencies.
4. Work with directors, supervisors, and other administrators to coordinate, develop, implement, and evaluate high quality gifted and talented programs that stress not only core skill-reading, writing and mathematics, but also the various intelligences, complex thinking types (creative thinking, critical thinking, problem solving), communication, teamwork, perseverance, and 21<sup>st</sup> Century skills.
  5. Collaborate with directors, supervisors, and other administrators to coordinate, develop, implement, and evaluate theme-based programs that reflect career focused studies that utilize components of technological integrations, apprenticeships, community/local business/college partnerships, online connection with businesses and college/universities, and student self reflection/assessment of career path.
  6. Work effectively with directors, supervisors and other administrators to coordinate, develop, implement, and evaluate non-traditional programs in a strategic and purposeful manner that is reflective and mindful of the varying needs of the population of students that are served.
  7. Assist the Chief Academic Officer with implementation of plans and strategies to improve student improvement.
  8. Work closely with the Chief Academic Officer, Deputy Superintendent, and Operational Assistant Superintendents to support school improvement initiatives and processes including High School Renewal initiatives.
  9. Assist in budget preparation and management for Academic Support programs in accordance with district guidelines and school objectives. Work cooperatively with Deputy Superintendent, Chief Academic Officer, Operational Superintendents, Directors and Supervisors to prioritize budget allocations.
  10. Monitor the purchasing of instructional materials and equipment.
  11. Initiate the development of programmatic goals and instructional objectives on a district wide basis. Assist in the annual updating and ongoing publication of District curriculum guides, supervise curricular programs and manage their continuing review, evaluation and improvement.
  12. Work with staff in establishing procedures for the continuing assessment of program accomplishments in relation to instructional objectives. Provide leadership to staff in annually identifying program strengths and weaknesses.
-

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS**

#### **1690 Executive Director for Curriculum and Instruction**

**Page 5 of 7**

13. Coordinate, advise and direct Directors, Supervisor, and other assigned personnel on matters related to theme-based development; instruction; the writing of proposals to procure state, federal and private funds; and monitoring of programs.
  14. Develop, implement, supervise and evaluate curriculum and instructional practices that align to 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.
  15. Serve as a consultant to Operational Superintendents and Principals relative to in-service programs and curriculum development specifically targeting programs for gifted and talented students, theme-based academy programs and non-traditional programs.
  16. Provide leadership in establishing new and innovative programs, revised methodology and new books and materials for upgrading and updating the curriculum specifically targeting programs for gifted and talented students, theme-based academy programs and non-traditional programs.
  17. Recommend to the Chief Academic Officer the addition of new courses, grade placement, grade allowance, graduation requirements, and programs.
  18. Collaborate with the Department of Curriculum and Instruction to establish a systemic approach to curriculum and instructional planning, development, implementation, and evaluation including effective classroom management techniques specifically targeting programs for gifted and talented students, theme-based academy programs and non-traditional programs.
  19. Provide structure for periodic measurement and evaluation of the success of academic support programs in term of the educational growth and achievement of students.
  20. Evaluate the performance of assigned personnel in accordance with law, code and board policy.
  21. Assume responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved technique; and for attending appropriate professional meetings and conventions.
  22. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
  23. Attend Board of Education meetings.
-

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS**

**1690 Executive Director for Curriculum  
and Instruction**

**Page 6 of 7**

24. Perform other such duties as assigned by the Superintendent, Deputy Superintendent, and Chief Academic Officer.

### **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 MANAGERS

1690 Executive Director for Curriculum  
and Instruction

Page 7 of 7

#### EVALUATION:

The Chief Academic Officer shall evaluate the Executive Director for Curriculum and Instruction 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