

**WATCHUNG BOROUGH PUBLIC SCHOOLS  
JOB DESCRIPTION**

**CERTIFIED TITLE: SUPERVISOR OF INSTRUCTION**

**REPORTS TO: Superintendent**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Successful teaching experience at the elementary and/or middle school levels
3. Demonstrated leadership in school improvement, program development, curriculum writing and review
4. Ability to plan, organize and administer a school and district professional learning program differentiated for role and need
5. Integration, and application of technology across content areas
6. Strong interpersonal and communication skills
7. Required criminal history background check

**JOB GOAL:**

To provide leadership in the development, implementation and coordination of the district's PK-8 curriculum, instruction, assessment, related programs and initiatives.

**PERFORMANCE RESPONSIBILITIES:**

Curriculum and Instruction

1. Works with principals, department heads, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Watchung Borough School District.
3. Studies, evaluates, and, as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods and programs, including tutoring, remedial instruction, enrichment experiences, and initiatives for Multilanguage Learners.
4. Provides leadership in the development of the PK-8 instructional program and achievement of the New Jersey Student Learning Standards and school goals and objectives.
5. Supervises the cyclical review and development of curriculum documents and related materials prepared by personnel in the Watchung Borough School District.

6. Coordinate, evaluate, and recommend district programming to support equitable, high quality instruction for diverse learners (world language, STEAM, integrated technology, gifted and talented)
7. Supervises the process for the selection of textbooks and instructional materials for the district in cooperation with building Principals and faculty.
8. Curates and shares relevant articles, updates, strategies, and new technologies with staff, coaching into daily practice to bridge the gap between theory and classroom implementation in support of professional growth.
9. Collaborates to develop and implement job-embedded, targeted in-service, and other professional learning growth activities for the instructional staff and the staff who support the educational program of the district.
10. Interprets and presents curriculum changes to the Board of Education, the administration, the staff, and the community.
11. Assumes responsibility for reviewing and evaluating results of school and district-wide assessment programs, and for other evaluative measures used by the schools, and communicating the outcomes to the Board of Education, the administration, the staff, and the community.
12. Serves as district representative to various county, state, and national curriculum associations and committees.
13. Demonstrates leadership in implementing a comprehensive ongoing program for communicating with a variety of audiences about district programs, student achievements, and faculty accomplishments presenting a positive image of the Watchung Borough School District throughout the community, county and state.

#### Constructive Interaction With Staff

1. Collaborates with the Child Study Team, School Counselors, Principals, and instructional staff in planning for the special needs and supportive services necessary to provide high quality instruction for all students.
2. Meets on a regular basis with grade level and departmental teams in order to effect horizontal and vertical continuity and articulation of the instructional program within the district, and with our sending districts.
3. Provide direct support and coaching to school staff to assist them in creating rigorous instruction, exposing students to higher-order thinking, and how to consistently plan engaging lessons.
4. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building Principals, the Director of Special Services, or the Superintendent.
5. Collaborate with the IT Manager to oversee an AI committee responsible for the development of an AI plan aligned with policy that would include the process for

identifying and approving AI platforms and tools, student use guidelines, grade level cross content skills aligned to educational standards, and a structured schedule for the necessary professional learning to introduce AI use to staff, and for staff to initiate projects with students

### Information and Resources

1. Assists the Superintendent, School Business Administrator, building Principals, and Director of Special Education in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
2. Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction in the Watchung Borough School District.
3. Assists the School Business Administrator and building Principals taking responsibility for the application, administration and evaluation of the ESSA grant program, which includes Title I, Title II, Title III, Title IV, and any other grant programs as assigned by the Superintendent.
4. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
5. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organization, enrollment in advanced courses, and by reading professional journals, and other publications.

**Performs other duties as may be assigned by the superintendent.**

### **Terms of**

**Employment:** 12 month, salaried position as set forth in the contract between the Board of Education and the Supervisor of Instruction. Terms consistent with the provisions of other district administration.

### **Annual**

**Evaluation:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board of Education's policy on evaluations.

Approved:

### Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examination  
N.J.S.A. 18A:17-17 Certificate required

N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.A.C. 6:3-1.19 Supervision of instruction, observation, and evaluation of  
non-tenured teaching staff members  
N.J.A.C. 6:3-1.21 Evaluation of tenured teaching staff members  
N.J.A.C. 6:11-9.3 Authorization  
N.J.A.C. 6:29-7.4 Physical examination  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.