

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **6-12 SUPERVISOR OF INSTRUCTION**

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#### **JOB TITLE: Supervisor of Instruction (6-12)**

#### **QUALIFICATIONS:**

- Possess a Master's degree in Educational Leadership
- Valid New Jersey Supervisor, School Administrator, or Principal Certificate.
- Valid New Jersey teaching certificate.
- Minimum of five years of teaching or administrative experience.
- Successful teaching experience.
- Demonstrated knowledge of curriculum development, program evaluation, and effective instructional strategies.
- Strong interpersonal and communication skills to relate with students, staff, parents, and the community.
- Ability to plan and administer district-level professional development.
- Required criminal history background check and proof of U.S. citizenship or legal resident status.

**REPORTS TO:** District Supervisor, and High School & Middle School Principals

**SUPERVISES:** All 6-12 grade level staff as assigned

**JOB GOAL:** The Supervisor leads the development, organization, and evaluation of grades 6-12 instructional programs to ensure students meet District Goals and State Standards. This role requires collaborative leadership and effective communication with staff, parents, and the community.

#### **RESPONSIBILITIES:**

##### **1. Curriculum and Instruction**

- a. Works with the principal and teachers to implement school curriculum and instructional objectives.
- b. Evaluates and recommends new instructional materials and methods.
- c. Leads the development of the 6-12 instructional program.
- d. Assists with in-service education programs and professional growth activities.
- e. Participates in state and national curriculum study organizations.
- f. Maintains curriculum guides and develops community resources to enhance instruction.
- g. Interprets current research regarding teaching and learning for the staff.
- h. Reviews and evaluates school-wide testing results.

2. **Meetings and Committees**
  - a. Organizes departmental meetings to ensure horizontal and vertical continuity.
  - b. Presents meetings to the Board of Education and the public to interpret the educational program.
  - c. Meets regularly with teachers to supervise curriculum implementation.
  
3. **Personnel Administration**
  - a. Supervises assigned teaching and non-certificated staff.
  - b. Assists in the recruitment, screening, hiring, and training of instructional personnel.
  - c. Participates in the process to recruit, screen, interview, and recommend new staff.
  - d. Evaluates certificated staff/support staff in accordance with state law, Board policy and contractual agreements.
  - e. Conducts classroom observations and evaluations for teachers and non-certified staff.
  
4. **Staff Development**
  - a. Facilitates the participation of the staff in professional development experiences to enhance their job-related knowledge and skills.
  - b. Conducts in-service training for district programs as required.
  
5. **School and Community Relations**
  - a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the school district.
  - b. Prepares and disseminates curriculum-related literature and publications (i.e., School Profile).
  - c. Participates in administrative and curricula meetings for administrators, supervisors, and department chairs.
  - d. Facilitates articulation experiences for staff.
  - e. Participates in relevant administrative meetings conducted by the Superintendent.
  
6. **Professional Development**
  - a. Continues own professional growth and development through memberships; attendance at relevant meetings; workshops and conferences; enrollment in advanced courses; and similar activities.
  - b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
  - c. Represents the district at relevant local, county and state meetings.

**7. Other**

- a. Performs such other tasks and assumes such duties as may be assigned by the Superintendent, Assistant Superintendent, Middle/High School Principal, and District Supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. The salary is to be established by the Lacey Township Board of Education.

ANNUAL EVALUATION: Annually by the District Supervisor and High School & Middle School Principals in cooperation with the Superintendent, Assistant Superintendent and in accordance with board policy.

Approved by: Lacey Township Board of Education

Date Approved: July 12, 2021

Revised: April 16, 2026