Tenafly PUBLIC SCHOOLS

MATHEMATICS SUPERVISOR GRADES K-12

Qualifications:

- Certification as Supervisor. New Jersey teaching certification and experience in teaching mathematics.

Primary Function:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

Direct Report:

Specific Duties and Responsibilities:

GRADES 6-12

- Participates in the recruitment and selection of department personnel; conducts orientation and training. Assists in assigning and scheduling department members.
- Supervises and evaluates department members.
- Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.
- Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.
- Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.
- Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.
- Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.
- Assists in the use of substitute teachers as needed. Interprets program to community; involves parents and works with community agencies when appropriate.
- Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

- Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.
- Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12.
- Initiates meetings as needed with elementary staff for articulation of curriculum.
- Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

- Contributes to the efforts to accomplish system-wide goals and special school objectives. Upholds and enforces school rules, administrative regulations, and Board policy.
- Performs other duties as may be assigned.

Terms of Employment:
10.5 months

Evaluation:
To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

Board Approved:
10/12

Revised: