Tenafly PUBLIC SCHOOLS

SUPERVISOR OF PLANNING, RESEARCH AND EVALUATION

Qualifications:

- NJ Supervisor Endorsement
- NJ Instructional Endorsement
- Minimum of five (5) years of experience as a New Jersey public school district classroom teacher or administrator.
- Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development, and school improvement.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

Primary Function:

To coordinate, develop, and support the state-mandated teacher evaluation system, the analysis of related data and the implementation of professional development, aligned to assessment to support student growth. The Supervisor of Planning, Research and Evaluation shall also be responsible for pursuing educational related grants.

Direct Report:

Assistant Superintendent of Schools

Specific Duties and Responsibilities:

- Serve as primary contact for matters related to teacher observation and evaluation system.
- Serve on School Improvement Panels (ScIP);
- Monitor inter-rater reliability on teacher observations;
- Assist in the monitoring of Student Growth Objectives and Student Growth Percentiles;
- Oversee Mentoring Program;
- Research grant opportunities and support the submission and acquisition of grants for the district;
- Analyze data to guide decision making and grant funded projects;
- Collaborate with the building principals to create and monitor Corrective Actions Plans;
- Collaborate with local community agencies to foster partnerships
- Coordinate the New Faculty Orientation;
- Create instructional resources for the district staff;
- Conduct research on school-best practices and provide white papers/literature on educational trends;
- Serve on the district Diversity, Equity and Inclusion (DEI) Committee and Educational Committee;
- Other administrative duties as may be directed by the Superintendent of Schools or designee.

Terms of Employment:

10.5 months, salary and benefits as determined by the Board.

Evaluation:

The Supervisor of Planning, Research and Evaluation will be evaluated by the Assistant Superintendent of Curriculum and Instruction in accordance with New Jersey laws and regulations and Tenafly Board of Education policy

Board Approved:

June 3, 2013

Revised:

Revised 03/15/24 Resolution 11.2