SUPERVISOR OF ENGLISH K-12
(Job Description)

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:

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.
- Supervises staff in content area (English).
- 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.

Major Duties And Responsibilities:

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in scheduling.

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 content area 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.

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 K-12. Initiates meetings as needed with staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with 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.

Term Of Employment:

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

Evaluation:

To 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 03/18/24 Resolution 11.2