Tenafly PUBLIC SCHOOLS

# SUPERVISOR OF VISUAL, PERFORMING ARTS AND LIBRARY MEDIA SERVICES K-12

## 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:

- Keeps abreast of current trends and practices within content areas.
- 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 areas (Visual, Performing Arts and Library Media Services K-12).
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content areas.
- 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:

- 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.

**Terms 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:**
Revised 03/18/24 Resolution 11.2