



DISTRICT SUPERVISOR OF CURRICULUM AND INSTRUCTION

Qualifications:

1. Must hold a standard New Jersey teaching certificate and New Jersey Supervisor or Principal certificate
2. Master's Degree in Teaching, Curriculum, Student Services, or School Administration
3. Five years of successful teaching experience
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Job Goal: To work with the Superintendent and Principals in planning, aligning, budgeting, and implementing curriculum and instruction programs to address District goals and state standards. Oversee the development and implementation of curricular programs to improve student achievement throughout the District.

Duties and Responsibilities:

1. Represent the District at federal, state, and local meetings that concern public school curricula, professional development, assessment, and student achievement.
2. Coordinate curriculum development, revisions, and alignment to include required state and federal core standards and benchmarks.
3. Ensure consistency of curricula throughout the District with state standards, code regulations, and law requirements.
4. Work with principals and other members of the administration to oversee implementation of Board of Education approved curricula and instructional programs and monitoring effectiveness through student achievement and assessment data.
5. Assist principals and administration in carrying out school and district level Professional Development Plans.
6. Serve as the District's ESSA and/or ESEA Coordinator performing all duties related to the development and implementation of grants.
7. Work with principals and administrators to monitor and evaluate teacher performance.
8. Assist in building the District budget to make sure it aligns with state standards, curricular requirements, and ESSA/ESEA goals and objectives.
9. Work with content-area departments, grade level teams, professional learning communities, and the Curriculum and Instruction committees to address curricular needs and share information on best practices, technology integration, and professional development opportunities and instructional resources.
10. Present student achievement data for the District to the Superintendent, Board of Education, administrative team, teachers, professional learning communities, and other stakeholders.
11. Work with administrators and teaching staff to use student performance data to monitor instructional program success and to guide instructional practice.

12. Advise the Superintendent and administrators on status of curriculum implementation and instructional practice as it relates to staffing, programs, budgeting, assessment, and student achievement.
13. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12 months (July 1st through June 30th)

Salary: Based on the contract rate

Evaluation: Performance of this position will be evaluated in accordance with Board policy.

Adopted: February 15, 2011

Amended: September 18, 2018