

TITLE:

Director of Curriculum and Instruction

QUALIFICATIONS:

- Valid NJ Principal's Certificate.
- Prior supervisory or administrative experience necessary.
- Demonstrates current knowledge of, and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.
- In-depth knowledge and understanding of the Common Core Standards and NJ Core Content Standards.
- Effective organizational planning and project management skills.

REPORTS TO:

Superintendent of Schools

TERM:

12 Months, 8am – 4pm daily.

RESPONSIBILITIES INCLUDE:

1. Observe and evaluate district supervisors and staff.
2. Directs district-wide curriculum, instruction, assessment, and staff development programs.
3. Serves as an active member of the Principal's management team.
4. Directs the district supervisors in their day-to-day responsibilities.
5. Develops, implements, and evaluates curriculum for all PreK-12 courses.
6. Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district.
7. Coordinate the efforts of all staff in the horizontal and vertical articulation of the curriculum among and between grade levels.
8. Meet frequently with supervisors and teachers to interpret and help implement the district's curriculum.
9. Assist with all staff development and program alignment as they relate to curriculum and instruction.
10. Participate in proposed and on-going curriculum development projects for the all grades.

11. Promote curriculum activities to various community groups, the Board of Education, administration, and staff.
12. Ensure consistency between the NJ Core Content Standards/Common Core Standards and the curriculum at all grade levels.
13. Studies, evaluates and as appropriate recommends to the Superintendent the adoption of new textbooks, instructional materials, methods and programs.
14. Works with Principals to ensure curriculum integration and facilitation when necessary.
15. Oversee, implement and maintain the district's Title One Program.
16. Facilitate staff meetings as needed at all levels to ensure curriculum articulation.
17. Plan and facilitate nightly Parent Workshops.
18. Take part in and schedule professional development programs throughout the district.
19. Perform such other tasks and assume such other responsibilities which may, from time to time, be assigned by the Superintendent.