

TITLE:

Supervisor of Instruction

QUALIFICATIONS:

- Valid NJ Teaching Certificate in area of supervision preferred.
- Valid NJ Supervisor or Principal's Certificate.
- Minimum of five (5) years of teaching experience in area(s) of supervised assignment.
- Positive communication and interpersonal skills.
- Successful experience in administering and interpreting standardized tests.
- Knowledge and experience with the coordination of district curricula.
- In-depth knowledge and understanding of the Common Core Standards and NJ Student Learning Standards.
- Demonstrated excellence in effective teaching methods and developmentally appropriate classroom activities and success in working cooperatively with school staff to accomplish all goals.
- Experience in selecting textbooks and developing professional development activities.

REPORTS TO:

Building Principal and Superintendent of Schools

TERM:

12 Months, 8am – 4pm daily.

TEACHING ASSIGNMENT:

0-5 classes at the discretion of the Superintendent.

RESPONSIBILITIES INCLUDE:

Observations/Evaluations/Recordkeeping

1. Observe and evaluate certificated and non-certificated staff as requested by Principal and Superintendent.
 - a. Hold formal and informal conferences with staff.
 - b. Hold Pre and Post observation conferences with staff.
2. Provides mentoring and continuous orientation for new teachers and submits periodic reports.
3. Collect record and review items such as, lesson plans, surveys, computerized grade sheets, exams, test results, etc.
4. Makes staff recommendations to the Principal as requested.

Curriculum/Textbooks/Programs

5. Coordinate the efforts of all staff in the horizontal and vertical articulation of the curriculum among and between grade levels.

6. Meet frequently with teachers to interpret and help implement the district's curriculum.
7. Create, edit and guide the development, implementation and assessment of the district's curriculum.
8. Maintain a curriculum library of materials for teachers.
9. Participate in proposed and on-going curriculum development projects for the all grades.
10. Complete records, reports, on-line assessments and forms related to district curriculum, assessment, and program initiatives as required by federal, state or local mandates.
11. Promote curriculum activities to various community groups, the Board of Education, administration, and staff.
12. Ensure consistency between the NJ Student Learning 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 instructional materials, methods and programs.
14. Collaborate with Principals and school staff in developing and /or revising comprehensive curricular at all levels.
15. Meet with all Principals to ensure curriculum integration and facilitation when necessary.
16. Serve as a consultant in the selection of instructional supplies and textbooks.
17. Maintaining a collection of professional and reading/learning materials related to reading and which reflect current research.

Professional Development/Meetings

18. Facilitate staff meetings as needed at all levels to ensure curriculum articulation.
19. Assist the Principal in conducting in-service for all teachers related to all testing requirements and scores.
20. Assist in the planning and coordinating of staff development programs.
21. Plan and facilitate all nightly Parent Workshops.
22. Take part in and schedule professional development programs throughout the district.

In-Class Support

23. Follow a schedule of providing demonstration lessons on how to enhance student's literacy skills in all curricular areas.
24. The planning, coordinating, and implementing of a comprehensive school-wide literacy program which facilitates learning.

Technology

25. Create and maintain a curriculum webpage which showcases the district's focus on balance literacy.
26. Produces curriculum newsletters to be distributed to staff and community via the website.

Other

27. Make budget recommendations to Principals.
28. Assist Principal in administering, coordinating, designing, reviewing, organizing, analyzing and reporting on all district/departmental tests and exams, such as, PARCC and NJASK.
29. Perform such other tasks and assume such other responsibilities which may, from time to time, be assigned by the Principal and/or Superintendent.