
TITLE: SUPERVISOR OF CURRICULUM, INSTRUCTION, ASSESSMENT & INTERVENTION SERVICES

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's K-12 curriculum, instructional programs, & assessments.

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

1. Works with principals, district administrators, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Provides leadership in the preparation, training, and data analysis of district/state assessments.
5. Assists in the implementation of the district's Professional Development education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
6. Participates in the work of state and national curriculum study organizations and groups.
7. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.

8. Produces curriculum bulletins, webpages, guides, press releases, and directories to be distributed to the staff and community.
9. Schedules and organizes district and state assessments.
10. Serves as the District Testing Coordinator.
11. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, state testing programs, and for other evaluative measures used by the schools.
12. Assumes responsibility for the placement of students in accelerated course work, BSI, and gifted & talented programs.
13. Insures a smooth transition into high school for the various student populations under his/her responsibility through continuing articulation with the high school.
14. Oversees the I&RS process and procedures.
15. Supervises the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
16. Oversees Character Education/SEL Curricular Programs.
17. Oversees Curricular programs related to digital citizenship.
18. Collects and uses data to inform practices in SEL/Character Education Curricular programs.

Meetings and committees

1. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

Constructive Interaction with staff

1. Cooperates with the school district administration, principals and staff in planning the instructional program for all pupils.
2. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff in accordance with state law.

4. Works with administration and staff to oversee district basic skills and gifted & talented program.

Information and resources

1. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of resources to enhance the instructional program.
2. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
3. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
5. Supervises NJSMART data reporting as related to the Office of Curriculum, Instruction and Assessment.

Other

1. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
2. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
3. Assists in the preparation and management of state grants (**such as** Title I) and other identified grants sought by the district.
6. Prepares all reports, records, and other paperwork as required by law and administrative code and required by the Superintendent.
7. Attends and participates in Board of Education committee meetings and Board of Education monthly meetings as requested by the Superintendent.
8. Performs other duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: September 28, 2016

Revised: July 26, 2017

Revised; July 26, 2023

LEGAL REFERENCES:

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| N.J.S.A.18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A.18A:6-10 | Dismissal and reduction in compensation of persons under tenure in public school system |
| N.J.A.C.18A:7F | Comprehensive Education Improvement and Financing Act |
| N.J.S.A. 18A:16-2 | Physical examinations; requirement |
| N.J.S.A.18A:25-2 | Authority over pupils |
| N.J.S.A. 18A:26-1 | Citizenship of teachers, etc. |
| N.J.S.A.18A:26-1.1 | Residence requirement prohibited |
| N.J.S.A.18A:26-2 | Certificates required; exception |
| N.J.S.A.18A:27 | Employment and contracts |
| N.J.S.A.18A:28-3 | No tenure for noncitizens |
| N.J.S.A.18A:28-5 | Tenure of teaching staff members |
| N.J.S.A.18A:28-8 | Notice of intention to resign required |
| N.J.S.A.18A:37 | Discipline of pupils |
| N.J.A.C. 6A:7 | Managing for equality and equity in education |
| N.J.A.C.6A:8 | Standards and assessment |
| N.J.A.C.6A:9 | Professional licensure and standards See particularly: |
| N.J.A.C. 6A:9-3 | Professional standards for teachers and school leaders |
| N.J.A.C. 6A:9-5 | General certification policies |
| N.J.A.C. 6A:9-8 | Requirements for instructional certificate |
| N.J.A.C. 6A:9-9 | Instructional certificates |
| N.J.A.C. 6A:9-12.3 | Authorization |
| N.J.A.C. 6A:9-12.6 | Supervisor |
| N.J.A.C. 6A:9-14 | Acting administrators |
| N.J.A.C.6A:9-15 | Required professional development for teachers |
| N.J.A.C. 6A:9-16 | Required professional development for school leaders |
| N.J.A.C.6A:14 | Special education |
| N.J.A.C.6A:16 | Programs to support student development |
| N.J.A.C.6A:17 | Students at risk of not receiving a public education |
| N.J.A.C. 6A:30 | Evaluation of the performance of school districts |
| N.J.A.C. 6A:32-4.4 | Evaluation of tenured teaching staff members |
| N.J.A.C. 6A:32-4.5 | Evaluation of nontenured teaching staff members |
| N.J.A.C. 6A:32-6 | School employee physical examinations |
| Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq. | |