

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Instruction/Curriculum**

**Certified**

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**TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION**

**QUALIFICATIONS:**

1. N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a school administrator or principal endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Successful experience in teaching, curriculum development, and school administration;
3. Demonstrate ability to work effectively in the area of school administration and supervision of programs and staff;
4. Thorough knowledge of New Jersey Student Learning Standards and Curricular Framework;
5. Strong leadership and organizational skills;
6. Knowledge of educational technology;
7. Excellent interpersonal and communication skills;
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
11. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
12. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

**REPORTS TO:** Superintendent of Schools or Designee

**JOB GOAL:**

To improve and assure high-quality instruction and learning processes in the district including providing sufficient oversight for other central and office building administrators so that high-quality curriculum and instruction practices and policies are implemented and maintained. To ensure the New Jersey Department of Education framework and instructional practices are implemented in daily classroom instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and ensures compliance in all elements relating to state monitoring;
2. Coordinates and ensures compliance in the preparation of the Quality Annual Assurance Report (QAAR);
3. Has oversight for the coordinates the development of School Level Student Performance Objectives, monitors the implementation of activities, and oversees the evaluation of each objective;
4. Coordinates the development, implementation, assessment, and evaluation of all curriculum programs and services on a five (5) year cycle;
5. Coordinates the implementation of new programs;
6. Coordinates the development and/or revision of all course of study, to ensure alignment with the State Core Curriculum Content Standards and Model Curriculum;
7. Coordinates and oversees the gifted and talented program and staff
8. Coordinates the development, implementation, and monitoring of processes and procedures to evaluate student achievement as measured by mastery of State Core Curriculum Content Standards and Model Curriculum to include the development and implementation of an in-district student assessment program as aligned to the state standards;
9. Functions as a general advisor in the development of district programs and services to help ensure coordination and articulation;

## DIRECTOR OF CURRICULUM AND INSTRUCTION (continued)

10. Coordinates the development of the budget of the Curriculum and Instruction Division and administers its implementation throughout the year;
11. Functions as the District's Staff Development Leader by coordinating and monitoring the District Staff Development Program five (5) year plan;
12. Functions as the administrative liaison to the Board of Education's Curriculum Committee;
13. Coordinates the Board of Education approval process for attendance at all national and regional conferences and training programs for professional staff;
14. Coordinates the Board of Education approval process for all overnight student field trips;
15. Supervises and evaluates assigned staff;
16. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered an acceptable form of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive:

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF EMPLOYMENT:** 12-month employee, salary and work year as set 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 by: Pleasantville Board of Education

Date: June 14, 2022

### **LEGAL REFERENCES:**

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:6-10

Law Against Discrimination

Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

Dismissal and reduction in compensation of persons under tenure in public school system

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<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-10.3</u>	Special education
<u>N.J.A.C. 6A:9B-11.5</u>	Principal
<u>N.J.A.C. 6A:9B-11.6</u>	Supervisor
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986.

29 CFR 1910.1030 Bloodborne Pathogens Standard

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.