

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

**Instruction/Curriculum**

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**TITLE: SUPERVISOR OF EARLY CHILDHOOD EDUCATION PRE-K THROUGH 3**

**QUALIFICATIONS:**

1. N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a Supervisor, Principal or School Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Minimum of five (5) years of successful teaching experience in early childhood preferred,
4. Demonstrate leadership in school improvement, program development and curriculum integration and application of technology across the curriculum;
5. Strong leadership and organizational skills.
6. Excellent interpersonal and communication skills.
7. Knowledge of educational technology.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Hold a valid driver's license with no serious violations.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. 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.
13. 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.
14. 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 N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
16. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

**REPORTS TO:** Superintendent of Schools and/or Assistant Superintendent

**JOB GOAL:**

To provide leadership in the development, implementation and coordination of the district's Pre-K through 3 curriculum in early childhood education.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with administrators 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/designee the adoption of new instructional materials, methods and programs;
3. Provides leadership in the development of the Pre-k through 3<sup>rd</sup> grades instructional program in the area of early childhood education;
4. Assists in the implementation of the district in-service educational program for the instructional staff;
5. Participates in the work of state and national curriculum study organizations and groups;

## DIRECTOR OF SPECIAL SERVICES (continued)

6. Recommends to the superintendent/ designee the addition of new courses, grade placement and credit allowance, and graduation requirements in the area of early childhood education;
7. Produces curriculum bulletins, guides or directories to be distributed to the staff as required;
8. Schedules and organizes grade level, team and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools;
9. Presents at meetings as requested for the purpose of interpreting to the Board of Education and to the parents and public at large, the educational program of the schools in the area of early childhood education;
10. Maintains a curriculum reference library for the use of the staff;
11. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides;
12. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent/ designee for adoption by the Board of Education;
13. Keeps abreast of and interprets to the staff the current research in the area of curriculum development;
14. Recommends teacher attendance to the building principal at conferences and meetings planned for professional development and growth
15. Cooperates with the special services department in planning the instructional program for the special education classes;
16. Meets on a regular basis with all departments, instructional teams, and guidance staff for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum;
17. Carries out such special functions, projects or assignments as the superintendent/designee may from time to time direct;
18. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff;
19. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction in the area of early childhood education;
20. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel in the area of early childhood education;
21. Assumes responsibility for reviewing and evaluating results of district wide testing programs and other evaluative measures used by the schools;
22. Develops with building principals and teachers, a common file of resource persons whose special knowledge is available to the schools;
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
25. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### **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:

## DIRECTOR OF SPECIAL SERVICES (continued)

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 as acceptable forms 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 determined by the Pleasantville Administrators Association (PAA) collective bargaining agreement.

**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:** August 11, 2020

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<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

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<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,

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.