

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

Instruction/Curriculum

Certified

TITLE: Supervisor of Instruction, Curriculum Coordinator

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrate leadership in school improvement, program development, 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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Assistant Superintendent/ Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's K-12th grade curriculum

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction:

1. Works with principals, Department heads, subject matter specialist and teachers to use test data to improve the content and delivery of the school curriculum.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs in order to correct deficiencies in curriculum that have been identified by analysis of testing data.
3. Provides leadership in the development of the K-12 instructional program and achievement of the New Jersey Learning Standards and district goals and objectives
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance and graduation requirements
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required

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 the board of education and to the parents and public at large the educational program of schools.

Supervisor of Instruction, Curriculum Coordinator (continued)

Constructive Interaction with Staff

1. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
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.

Information and Resources

1. Maintains a curriculum reference library for the use of staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Secures and makes available to 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.

Other

1. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
2. Assumes responsibility for reviewing and evaluating results of district wide testing program, and for other evaluative measures used by the schools.
3. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
4. Coordinates professional development to meet instructional needs as assigned.
5. Coordinates tutoring and remedial instruction as assigned.
6. Performs other duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: 12-month employee, salary and work year as set by the 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: April 20, 2021

Revised:

LEGAL REFERENCES:

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.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

Supervisor of Instruction, Curriculum Coordinator (continued)

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.A.C. 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
<u>See particularly:</u>	
N.J.A.C. 6A:9-3	Professional standards for teachers and school leaders
N.J.A.C. 6A:9B	State board of examiners and certification
<u>See particularly:</u>	
N.J.A.C. 6A:9B-5	General certification policies
N.J.A.C. 6A:9B-8	Requirements for instructional certificate
N.J.A.C. 6A:9B-9	Instructional certificates
N.J.A.C. 6A:9B-11.3	Authorization
N.J.A.C. 6A:9B-11.6	Supervisor
N.J.A.C. 6A:9B-13	Acting administrators
N.J.A.C. 6A:9C-3	Required professional development for teachers and school leaders
N.J.A.C. 6A:10	Educator effectiveness
<u>See particularly:</u>	
N.J.A.C. 6A:10-2.1 et seq.	Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.	Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq.	Components of principal evaluation
N.J.A.C. 6A:10-6.1 et seq.	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
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:32-6	School employee physical examinations

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

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