

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

**Instruction/Curriculum**

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**TITLE: SUPERVISOR OF INSTRUCTION**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor, Principal or School Administrator certificate or eligibility;
2. Minimum of five (5) years of successful teaching experience;
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. Knowledge of educational technology;
6. Excellent interpersonal and communication skills;
7. 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.
8. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
9. 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
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**REPORTS TO:** Assistant Superintendent and/or Designated Administrator

**JOB GOAL:**

To provide leadership in the development, implementation and coordination of the district's Preschool through 12<sup>th</sup> grade curriculum.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with principals, assistant principals, subject matter specialist 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 for the assigned areas;
3. Provides leadership for the assigned areas in the development of the Pre-k through 12<sup>th</sup> grades instructional program as assigned and achievement of state core curriculum content standards and district goals and objectives;
4. Assists in the implementation of the district in-service educational program for the instructional staff, recommends teacher attendance at conferences, and participation in other professional growth activities;
5. Participates when possible in state and national curriculum organizations and groups;
6. Recommends to the assistant superintendent/ designee services the addition of new courses, grade placement and credit allowance, and graduation requirements for assigned areas;
7. Produces curriculum bulletins, guides or directories to be distributed to the staff as requested;
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 for the assigned areas;
9. Plans and presents at meeting under the direction of the assistant superintendent, for the purpose of interpreting to the Board of Education, the parents, and public the educational program of the schools, for the assigned areas;

## SUPERVISOR OF INSTRUCTION (Continued)

10. Maintains a curriculum reference library and community resources for assigned areas for use by the staff in order to enhance the instructional programs;
11. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the assistant superintendent/ designee for adoption by the Board of Education;
12. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and planning;
13. Cooperates with the special education department in planning the instructional program for the special education classes for assigned areas;
14. Meets on a regular basis with other supervisors for the purpose of ongoing coordination and implementation of the district curriculum;
15. Carries out such special functions, projects or assignments as the assistant superintendent/ designee may from time to time direct;
16. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff for assigned areas;
17. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction;
18. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel when requested;
19. Assumes responsibility for coordinating, reviewing and evaluating the state and district wide testing programs as well as other evaluative measures used by the schools;
20. 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.
21. 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:

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) contract.

**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

SUPERVISOR OF INSTRUCTION (Continued)

Approved by: Pleasantville Board of Education

Date: April 17, 2018 (HR Addendum)

**LEGAL REFERENCES:**

N.J.S.A. 7F COMPREHENSIVE EDUCATIONAL IMPROVEMENT AND FINANCING ACT  
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:25-4 SCHOOL REGISTER; KEEPING  
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.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

SEE PARTICULARLY:

N.J.A.C. 6A:8-2.4 AUTHORITY FOR REQUIREMENT TO ESTABLISH EARLY CHILDHOOD EDUCATION PROGRAMS  
N.J.A.C. 6A:8-3.4 REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION PROGRAMS  
N.J.A.C. 6A:9 PROFESSIONAL LICENSURE AND STANDARDS

SEE PARTICULARLY:

N.J.A.C. 6A:9-3.3 PROFESSIONAL STANDARDS FOR TEACHERS  
N.J.A.C. 6A:9B STATE BOARD OF EXAMINERS AND CERTIFICATION

SEE PARTICULARLY:

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-9.1 AUTHORIZATIONS-GENERAL  
N.J.A.C. 6A:9B-9.2 ENDORSEMENTS AND AUTHORIZATIONS  
N.J.A.C. 6A:9B-10 EXCEPTIONS TO REQUIREMENTS FOR THE INSTRUCTIONAL CERTIFICATE  
N.J.A.C. 6A:9C-3 REQUIRED PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS  
N.J.A.C. 6A:10 EDUCATOR EFFECTIVENESS

SEE PARTICULARLY:

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:16 PROGRAMS TO SUPPORT STUDENT DEVELOPMENT  
N.J.A.C. 6A:32-5.1 STANDARDS FOR DETERMINING SENIORITY  
N.J.A.C. 6A:32-6 SCHOOL EMPLOYEE PHYSICAL EXAMINATIONS  
N.J.A.C. 6A:32-7 STUDENT RECORDS  
N.J.A.C. 6A:32-8 ATTENDANCE AND PUPIL ACCOUNTING

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET SEQ.

NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, 20 U.S.C.A. 6301 ET. SEQ.