

TITLE: SUPERVISOR OF CURRICULUM, INSTRUCTION AND PROFESSIONAL DEVELOPMENT

- QUALIFICATIONS:**
1. New Jersey Standard Certificate for Teacher and either NJ Standard Certificate for Supervisor, Principal or School Administrator
 2. Masters Degree in related area (e.g., Curriculum and Instruction, Administration and Supervision) from an accredited college/university
 3. Minimum of two years administrative experience
 4. Deep understanding of NJ Core Curriculum Content Standards
 5. Strong skill set in human relations, communications, problem solving and organization
 6. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Certificated Staff

JOB GOAL: To provide leadership, supervision, and coordination of the total educational program (i.e., curriculum, instruction and assessment and all related staff development) throughout the District

- PERFORMANCE RESPONSIBILITIES:**
- 1. Coordination of Instructional Program**
 - a. Oversee a well articulated educational program that is current, comprehensive, and consistent with Franklin Lakes Public Schools philosophy and objectives and ensures the implementation of NJ Core Curriculum Content Standards;
 - b. Design and implement a curriculum review process that utilizes multiple measures of data in order to study, research, recommend, and evaluate existing and new programs for modification and implementation;
 - c. Insure the integration of all instructional programs with special emphasis on K-8 articulation and consistency;
 - d. Organize regular curriculum meetings with all professional staff and related groups to ensure healthy, collaborative processes in all aspects of curriculum, instruction and assessment;
 - e. Coordinate district Enrichment and Gifted and Talented programs;
 - f. With the Technology Coordinator, oversee all curriculum related technology based systems and plan for the effective integration of educational technology into the curriculum;
 - g. Supervise and coordinate curriculum, textbook, and instructional media selection and adoption processes, including submission to the Superintendent for subsequent Board approval; and
 - h. Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
 - 2. Personnel Administration**
 - a. Lead the Principals in the evaluation, development, and delivery of the various areas of general educational program;
 - b. Support the Principals in the review of the day-to-day performance, observation, and evaluation of professional staff;
 - c. With the Superintendent, oversee the District's instructional improvement plans; and

Board Approval			
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- d. Oversee the development and implementation of the District's Multi-Year Equity Plan and serve as the District Affirmative Action Officer.

3. Assessment and Reporting

- a. Coordinate all aspects of the No Child Left Behind (NCLB) Grant;
- b. Collaborate with the Supervisor of Special Services and Counseling and Principals on the development and implementation of a comprehensive K-8 assessment program, the selection of testing instruments, the design of alternative assessments, and the use of testing data to drive instruction; and
- c. With the Superintendent and the Supervisor of Special Services and Counseling, interpret assessment results to the Board of Education and the public.

4. Staff Development

- a. With the Superintendent, develop and implement in-service programs and professional/staff development experiences for all professional staff based on district and school priorities for instructional improvement;
- b. Facilitate the participation of administrators and staff in professional development experiences to enhance their job-related knowledge and skills; and
- c. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.

5. School and Community Relations

- a. Promote on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the District;
- b. Coordinate the preparation and dissemination of program-related literature and publications (e.g., ES and MS programs of study);
- c. Participate in related administrative and curriculum meetings for administrators and supervisors;
- d. Facilitate articulation experiences for instructional and other staff;
- e. Participate in relevant administrative meetings conducted by the Superintendent.

6. Professional Development

- a. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
- b. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
- c. Represents the District at relevant local (e.g., the Professional Development Committee, the Franklin Lakes Instructional Council, the FLOW Instructional Council), Bergen County and NJ State meetings.

7. Other

- a. Perform other related duties as may be assigned by the Superintendent.

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with statute and Board policy.