

TITLE:

Supervisor of Instruction

QUALIFICATIONS:

- Valid NJ Teaching Certificate in area of supervision preferred.
- Valid NJ Supervisor or Principal's Certificate.
- Minimum of five (5) years of teaching experience in area(s) of supervised assignment.
- Positive communication and interpersonal skills.
- Successful experience in administering and interpreting standardized tests.
- Knowledge and experience with the coordination of district curricula.
- In-depth knowledge and understanding of the Common Core Standards and NJ Student Learning Standards.
- Demonstrated excellence in effective teaching methods and developmentally appropriate classroom activities and success in working cooperatively with school staff to accomplish all goals.
- Experience in selecting textbooks and developing professional development activities.

REPORTS TO:

Building Principal and Superintendent of Schools

TERM:

12 Months, 8am – 4pm daily.

RESPONSIBILITIES INCLUDE:

Observations/Evaluations/Documentation/Technology

- Observe and evaluate certificated and non-certificated staff as requested by the Principal, Director of Curriculum and Superintendent.
 - Holds formal and informal conferences with staff.
 - Holds pre- and post- observation conferences with staff.
- Monitors and maintains staff progress on district approved professional growth model (Stronge).
- Provides mentoring and continuous orientation for new teachers and submit periodic reports to administration.
- Collects, records and reviews items such as: lesson plans, surveys, grading, assessments, data, etc.
- Becomes familiar with the principal's routines and staff in each school.
- Makes staff recommendations to the Director/Principal as requested.
- Maintains a collection of professional reading/learning materials related to current trends in education.

- Facilitates common, on-line assessments and meets with staff to discuss progress and remediation.
- Assists in the planning and coordinating of staff development programs, and takes part in scheduling professional development throughout the district.
- Perform such other tasks and assume such other responsibilities which may, from time to time, be assigned by the Principal and/or Superintendent.
- Oversee and manage content specific department/grade levels and host staff meetings, keep agendas and minutes.
- Plans and facilitates nightly Parent Workshops.

Curriculum/Textbooks/Programs

- Creates, edits and guides the development, implementation and assessment of the district's curriculum.
- Coordinates the efforts of all staff in the horizontal and vertical articulation of the curriculum among and between grade levels, and reports to the Director of Curriculum.
- Participates in proposed and on-going curriculum development projects for all grades and reports related activity to the Board of Education, administration, and staff.
- Participates in proposed and on-going curriculum development projects for all grades, and inventories/orders texts, workbooks and/or digital licenses while making budget recommendations to the Superintendent and Director of Curriculum.
- Studies, evaluates, and as appropriate, recommends the adoption of new instructional materials, methods and programs in collaboration with school staff and administration.

In-Class Support

- Provides teachers with opportunities and recommendations to enhance their effectiveness. (coaching, peer observations, model lessons, etc.)
- Suggests professional development for new teachers and newly implemented programs.

Technology

- Takes part in maintaining and updating the curriculum webpage.
- Maintains and updates shared staff drives (ie Google Classrooms)
- Coordinates with Director of Curriculum