

***CLIFFSIDE PARK PUBLIC SCHOOLS
NOTICE OF VACANCY***

TO: All Teaching Staff

POSITION: Assistant Superintendent of Curriculum & Instruction

SALARY: to be negotiated

QUALIFICATIONS: NJ DOE Certification – School Administrator or Principal certificate
(see attached)

EMPLOYMENT: July 1, 2024 – June 30, 2025

APPLY TO: Dr. Mark Hayes
Interim Superintendent of Schools

APPLICATION DUE: May 10, 2024

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



CLIFFSIDE PARK BOARD OF EDUCATION

525 Palisade Avenue
Cliffside Park, NJ 07010

JOB DESCRIPTION

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|-----------------------|--|------------------------|
| TITLE: | Assistant Superintendent of Curriculum and Instruction | |
| REPORTS TO: | Superintendent | |
| DATE APPROVED: | May 2024 | BY: Board of Education |

NATURE AND SCOPE OF JOB:

To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

QUALIFICATIONS:

1. Valid School Administrator or Principal Certificate.
2. Minimum experience in teaching, curriculum development and school administration as determined by the board of education.
3. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
4. Knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
6. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.

SUPERVISES: Assigned Administrative Personnel

PERFORMANCE RESPONSIBILITIES:

1. Meets regularly with the District's Leadership Team and program specialists on district initiatives, curriculum, assessment and instruction.
2. Researches, evaluates and recommends to the Superintendent of Schools the adoption of new instructional materials, methods and programs of studies.
3. Provides educational leadership, administrative direction, supervision, and support to department and district staff.
4. Establishes an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum, and a schedule for curriculum planning, implementation, and evaluation.
5. Coordinates and supervises curriculum planning, implementation, and evaluation activities within the established schedule.
6. Establishes procedures for the evaluation and selection of instructional resources (i.e., textbook, supplies, and equipment).
7. Coordinates the development of departmental objectives, curriculum documents, performance benchmarks, timelines, and reports.
8. Conducts classroom visitations in collaboration with other members of the administrative and supervisory staff to assess program implementation, instructional effectiveness, and student participation and performance.
9. Coordinates the reporting of student performance, including, but not limited to; progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public.
10. Develops and implements a professional development plan to provide appropriate orientation, pre-service training, in-service training, and other professional growth opportunities for staff.

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11. Recommends to the Superintendent the addition of new courses, grade placement, credit allowance and graduation requirements.
12. Oversees the development of the academic calendar, marking periods and assessment schedules.
13. Oversees the budget and selection of all curricular resources with the administrative team and curriculum committees and makes recommendations to the Superintendent.
14. Maintains a district schedule for grade level articulation meetings, program assessment, curriculum development, and professional development activities to guide staff and avoid conflicts with other initiatives.
15. Supervises staff and assigned school administrators as designated by the Superintendent of Schools.
16. Ensures compliance with federal, state, county, and local program regulations in the areas of curriculum, instruction, and program.
17. Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
18. Maintains a positive, collaborative working relationship with students, parents, district and school staff, and community agencies.
19. Continues to grow professionally through research, graduate studies, and collaboration with colleagues.
20. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
21. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.