

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** District Director of Curriculum and Instruction
- Qualifications:** Master’s Degree or Doctorate in Educational Leadership required
New Jersey School Administrator Certification required
Minimum 10 years in education, 5 of which must have been in administration required
Other qualifications as determined by the Superintendent of Schools
- Reports To:** Assistant Superintendent of Curriculum, Instruction and Special Services
- Job Goals:** Assists administrators in their roles as educational leaders to effectively evaluate staff and implement valid and reliable assessment practices to improve teaching and learning in coordination with Educator Evaluation requirements and the New Jersey Student Learning Standards. Active monitoring of classroom instruction, articulation of best practices among grade levels and schools, and providing continuity of evaluative measures for staff and students. Responsible for the administration and primary supervision of K-12 comprehensive educational programs and resources. Director is also responsible for oversight of all staff professional development.
- Performance Responsibilities:**
1. Creates observation assignment schedule of teachers and administrators including co-observations for inter-rater reliability.
 2. Oversees the setting of student growth objectives and administrator goals to link teacher and administrative evaluation with student outcomes.
 3. Works to modify the evaluation instruments in coordination with Central Office and Building Administrators to improve educator effectiveness.
 4. Supervises and works collaboratively with Supervisors of Curriculum & Instruction to improve teaching, learning and course curriculum.
 5. Serves as the District Assessment Coordinator PK-12.
 6. Participates with principals and supervisors in conducting interviews and demonstration lessons by candidates for vacancies.
 7. Works with District Director of HR, principals, asst. principals and supervisors to develop and monitor Corrective Action plans for staff as needed.
 8. Provides information and training for teachers and administrators with regard to local, State, and National Initiatives including Educator Evaluation Requirements (ACHIEVENJ), NJSLA and NJ Student Learning Standards.

9. Oversees District Data Warehouse and digital assessment tools. Monitors student performance data and leads analysis of this information for improvement in teaching and learning.
10. Oversees the creation of the Middle and High School Course Selection Guides.
11. Oversees the implementation of NJTSS (New Jersey Tiered System of Supports).
12. Coordinates summer programming with Supervisors of Curriculum & Instruction and the Supervisors of Special Education.
13. Prepares reports and documents for BOE meetings. Throughout the year, presents assessment data to the BOE.
14. Supervises the identification, placement and communication with parents/guardians of students recommended for the honors program K-12.
15. Annually supports school administrators in the development of instructional program goals, school Action Plans, and Learning Design Team work.
16. Serves on the Board of Education Curriculum Committee.
17. Assists in creation and oversight of the district's Mentoring Plan including mentor assignments for first year teachers and clinical residency placements.
18. Supervises the planning of the New Educator Orientation Program/New Teacher Induction Program with the Curriculum & Instruction administrative team.
19. Promptly reports the enacted laws and regulations regarding curriculum and instruction, requiring revisions to Board policies and/or regulations and advises of any changes or revisions that should be made to Board policies and/or regulations.
20. Coordinates the district staff development and professional development days including in-service days, summer workshops, and out of district workshops. Oversees the creation of the District Professional Development Plan.
21. Manages and supervises the HS Pathways-STEM, BMAP, GLP3 as well as the Early College Academy with Brookdale Community College. Manages and supervises dual-enrollment course offerings and CTE courses. Seeks to explore new opportunities for educational pathways/programs.
22. Supervises the writing of assigned curriculum based on research and student needs which include: program objectives, course proficiencies, scope and sequence, instructional activities, methods of student assessment and standards of achievement.
23. Develops and manages budgets associated with supervisory areas in a fiscally responsible manner in accordance with BOE policies, regulations and administrative directives.
24. Vets student field trip destinations and recommends new field trip destinations to the BOE. Approves applications/requests for student field trips as requested by staff.

Job Description: District Director of Curriculum and Instruction

- 25. Manages student report cards grades PK-12.
- 26. Such other duties as assigned by the Superintendent of Schools or designee.

Terms of Employment:

Twelve-month year
Salary and fringe benefits to be determined by the Board

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Approved By:

Board of Education

Date: