

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

JOB DESCRIPTION

- Title:** Supervisor of Curriculum and Instruction (PK-12)
- Qualifications:** New Jersey School Principal Certificate required
- Minimum of a Master’s degree required
- Prior administrative experience preferred
- Experience with curriculum and instruction at the PK-12 levels
- Strong experience in the evaluation of staff and the delivery of high quality professional development
- Experience with curriculum development and resource management
- Other qualifications as determined by the Superintendent of Schools
- Reports To:** District Director of Curriculum and Instruction
Assistant Superintendent of Curriculum, Instruction and Special Services
- Job Goals:** The Supervisor of Curriculum and Instruction has broad curricular responsibilities in various content areas and works with PK-12 building administrators in the development and monitoring of PK-12 curriculum and instruction.
- Performance Responsibilities:**
1. Provides leadership in planning, development, implementation and evaluation of curriculum and programs.
 2. Based on knowledge of research, current practice, national/state initiatives, student outcomes, and program evaluation, develops short and long-range plans for maintaining and improving instruction in content and instructional pedagogy.
 3. Supervises and is responsible for the development of the scope and sequence for curriculum and special programs and related activities to meet district goals, standards and proficiencies.
 4. Supervises and is responsible for writing of curriculum based on research and student needs which includes: program objectives, course proficiencies, scope and sequence, instructional activities, student assessment and standards of achievement.
 5. Works cooperatively with other subject supervisors and building administrators to provide articulation across curricular areas and improve educational opportunities for all students.

Job Description: Supervisor of Curriculum and Instruction (PK-12)

6. In collaboration with the Assistant Superintendent of Curriculum and Instruction and the District Director of Curriculum and Instruction, principals and teachers, selects programs, textbooks, materials and equipment for use in the curriculum implementation, prepares textbooks/program recommendations for the Board of Education adoption.
7. Plans, organizes, implements and evaluates staff development activities in instructional methods, curriculum content, curriculum articulation, assessment and evaluation.
8. Provides direct assistance to principals and teachers in the implementation of programs; develops, maintains, and disseminates resource materials which support programs and encourages teachers through the use of demonstrations, simulations, educational materials, in-class assistance and mentoring to implement new instructional practices.
9. Supervises the vertical and horizontal articulation and implementation of programs among classes, schools and grades to ensure reasonable uniformity of district policies and procedures, curriculum content, materials, methods of instruction and student outcomes.
10. Supervises the assessment of student achievement; selects and develops assessment procedures and instruments; assists in the administration and interpretation of tests; reviews and evaluates all forms of course and program proficiency assessment; collects, analyzes and evaluates program data as a basis for program revision and improvement.
11. Accepts primary responsibility for assuring that state and federal mandates and district policies and regulations affecting curriculum and instruction are met.
12. Keeps informed about curriculum and instruction through participation in national, state and local professional meetings and activities and through the review of research and successful practices in education.
13. Consults with special education services and guidance staff regarding programs and student placement.
14. Assists in interpreting the curriculum to parents, students, staff and the Board of Education; arranges and participates in information programs for the Board of Education and the community.
15. Evaluates the performance of teachers in cooperation with building administrators and provides support for the development of PDP/SGOs for staff members.
16. Recommends assignment and scheduling of personnel in cooperation with building principals; participates in the screening and interviewing of candidates for positions.
17. Supports the maintenance of equipment, supplies, and resources in the schools.
18. Prepares and documents budget recommendations for new textbooks, programs and major equipment purchases at the elementary level; prepares and administers central department budgets; advises principals concerning curriculum program budgets.

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19. Develops grant applications to private, state and federal agencies as required by law and regulation and to support the development of expanded curricular opportunities.
20. Assists in the administration/supervision of State Standardized assessments.
21. Assumes principal and teaching responsibilities as required.
22. Facilitates screening, programmatic identification, and placements for students PK-12.
23. Oversees the intervention program including the supervision of the Literacy and Math Interventionists.
24. Collaborates with the Supervisor(s) of Special Education in supporting high quality instruction in all learning environments.
25. 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: