

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: June 3, 2024

Re: Action Memo
June 11, 2024 Board Meeting

Recommend board approve changes to the job description of Supervisor of Basic Skills and English Language Learning (attached).

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Supervisor of Instructional Support (Basic Skills Instruction, BSI and ELL)**

QUALIFICATIONS: Valid New Jersey Instructional certificate and appropriate special education endorsement eligibility. Demonstrated knowledge of effective methods and developmentally appropriate classroom activities. Ability to maintain a positive learning environment and strong interpersonal skills. Criminal history background check.

REPORTS TO: Chief Academic Officer

JOB GOAL/MAJOR FUNCTIONS:

The Supervisor of Instructional Supports (BSI) shall be responsible for supervising BSI teachers, I&RS Teams, and support staff. The Supervisor will effectively coordinate and implement student academic support programs while working in concert with teachers, supports staff, supervisors, and building principals. To maintain good relationships with parents and other staff members.

1. Directly supervise all Basic Skills Teachers and programs.
2. Coordinate the activities of I&RS Teams
3. Assist in the supervision and evaluation of BSI staff.
4. Assist in the facilitation of meetings and professional development for BSI staff in grades K-5.
5. Organize and coordinate with building principals and district admin BSI and ESL programming.
6. Articulate curriculum for the BSI programs in Kindergarten through Grade 5.
7. Monitor, evaluate, and report BSI and I&RS programs in terms of student growth and achievement.
8. Consult with classroom teachers, support staff, principal, supervisor, and parents regarding BSI and I&RS.
9. Assist in discipline as needed.
10. Track and monitor referrals and assessments to determine patterns and needs.
11. Plans all family nights, conferences, and evening events deemed necessary.

12. **Oversee Federal grants and reporting as directed by the Chief Academic Officer.**

13. **Performs other related duties as assigned by the Chief Academic Officer.**

TERMS OF EMPLOYMENT:

This is a ten and half (10.5) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

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

Board Approved
06/11/2024