

**Glassboro School District
Job Description**

TITLE:	Supervisor of Curriculum and Instruction (Mathematics and Science)
QUALIFICATIONS:	1. Supervisor Certificate Required 2. Extensive work experience and knowledge in educational programs and curriculum development
REPORTS TO:	Director of Curriculum and works in conjunction with building Principals
SUPERVISES:	Teachers Preschool through grade 12
SCOPE:	Coordinates the math/science educational program in Preschool through grade 12 (including Special Education)
POSITION GOALS:	Provide leadership and perform administrative tasks within mathematics and science, to assist in planning, organizing and developing mathematics and science programs in cooperation with the Principals and Director of Curriculum, and to serve as the source of expertise regarding these areas.

**PERFORMANCE
RESPONSIBILITIES:**

Math Supervisor

- Coordinates the District Mathematics and Science curriculum in grades PK – 12.
- Assists in the development of curriculum in coordination with the Director of Curriculum at the district level.
- Coordinates district-wide testing program.
- Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel, and makes recommendations to building principals regarding reappointment of personnel.
- Assists in the formulation of the philosophy and objectives for mathematics.
- Assists in the planning and coordination of in-service programs for mathematics.
- Supervises, observes, and evaluates all teachers, in coordination with building Principals within mathematics.
- Assists in selection of mathematics textbooks and instructional materials in coordination with the Director of Curriculum.
- Makes regular classroom visitations, confers with teachers, provides constructive criticism, and consults with Principals regarding departmental activities.
- Assists in the review, evaluation, and analysis of test results.