

**Glassboro School District  
Job Description**

**TITLE:** Supervisor of Curriculum and Instruction (Educational Technology and Visual and Performing arts)

**QUALIFICATIONS:**

1. Supervisor Certificate Required (NJ Principal Certification preferred)
2. Knowledge of content and research in curriculum and instruction
3. Content area certification preferred but not required
4. Experienced in writing curriculum and planning professional development
5. Exemplary teaching evaluations
6. Strong communication, interpersonal and organizational skills
7. Advanced use of computers and instructional technologies

**REPORTS TO:** Chief Academic Officer and works in conjunction with building Principals and district supervisors.

**SUPERVISES:** Teachers Preschool through grade 12

**SCOPE:** Coordinates the Education Technology program in Preschool through grade 12 (including Special Education)

**POSITION GOALS:** Provide leadership and perform administrative tasks to enhance the district's use of educational technology; assist in planning, organizing and developing technology integration in cooperation with the Principals and the Chief Academic Officer, and to serve as the source of expertise regarding these areas.

**PERFORMANCE  
RESPONSIBILITIES:**

- Monitor the integration of technology curriculum content standards in all disciplines.
- Evaluate and support the district's use of educational technology.
- Consult with the building level staff on classroom technology needs as they relate to curriculum, instruction and staff development.
- Research, review, and evaluate new technology and instructional methods integrating technology for effective learning.
- Supervise and evaluate various instructional staff members to ensure appropriate integration of educational technology.
- Supervise Visual and Performing Arts and World Language teachers.
- Provide input and feedback regarding Board and district policy, communicate with instructional staff on all policy changes. Ensure staff is in compliance with all legal requirements regarding the use of educational and Acceptable Use policies.

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- Facilitate professional development and learning towards the goal of technology integration. Model lessons where appropriate.
- Attend local, national, and virtual workshops, conferences and training sessions.
- Participate in the Gloucester County Curriculum Consortium meetings.
- Provide instruction for users on current and newly acquired technology.
- Support and assist staff with the management of staff webpages on the district's website.
- Maintain webpages relevant to staff training and support on the district website.
- Assist teachers with the setup and use of various district level support systems such as electronic Gradebook (PowerSchool), electronic lesson plans (Oncourse), teacher observations (Frontline).
- Assist in development and review of District Technology Plan.
- Facilitate monthly meetings of District Technology Committee.
- Interact with vendors of new and emerging technologies to optimize services within the district, including evaluating, selecting and supervising use of new products and services in cooperation with the Director of Technology.
- Prepare grant proposals designed to secure additional funding for the school district in the areas of technology, curriculum integration, and staff development in cooperation with the Director of Technology.
- Develop and initiate procedures to evaluate effectiveness of the instructional technology program as well as recommendations for improvement.
- Assist in obtaining usage agreements from all users of district technology.
- Monitors Visual and Performing Arts services (e.g. evaluating programs and attendance, reviewing staff, overseeing equipment procurement, staffing, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Performs departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
- Coordinate with Director of Technology for distribution of software and hardware.
- Monitor and manage budgetary accounts as assigned.

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- Perform such other duties as may be assigned by the Chief Academic Officer.

**TERMS OF EMPLOYMENT (ADDED):**

Twelve-month, salaried position to be determined by the Glassboro Board of Education.