

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Supervisor of Curriculum and Instruction

(English, Social Studies)

QUALIFICATIONS: Supervisor Certificate Required (NJ Principal Certification preferred). Knowledge of content and research in curriculum and instruction. Content area certification preferred but not required. Experienced in writing curriculum and planning professional development. Exemplary teaching evaluations. Strong communication, interpersonal and organizational skills. Proficient use of computers and instructional technologies.

REPORTS TO: Assistant Superintendent and works in conjunction with building Principals and district supervisors.

JOB GOAL/MAJOR FUNCTIONS:

Provide leadership and perform administrative tasks within English, to assist in planning, organizing and developing English programs in cooperation with the Principals and Assistant Superintendent, and to serve as the source of expertise regarding these areas.

PERFORMANCE RESPONSIBILITIES:

Supervises teachers Preschool through grade 12, English Language Arts, Social Studies, Visual & Performing Arts (new), Platform Oversight: Schoology. The Supervisor of Curriculum and Instruction coordinates the educational program in Preschool through grade 12 (including Special Education).

1. Coordinates the District English and Social Studies Curriculum in grades Preschool through grade 12.
2. Assists in the development of curriculum in coordination with the Assistant Superintendent at the district level.
3. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel, and makes recommendations to building principals regarding reappointment of personnel.
4. Assists in the formulation of the philosophy and objectives for English and Social Studies.

5. Assists in the planning and coordination of in-service programs for English and Social Studies.
6. Supervises, observes, and evaluates all teachers, in coordination with building Principals within English and Social Studies.
7. Assists in selection of English and Social Studies textbooks and instructional materials in coordination with the Assistant Superintendent.
8. Makes regular classroom visitations, confers with teachers, provides constructive criticism, and consults with Principals regarding departmental activities.
9. Assists in the review, evaluation, and analysis of test results.
10. Coordinates the publication of all curriculum guides and materials prepared by and to be distributed among English and Social Studies instructional staff.
11. Work with building principals and teachers to identify school and classroom strengths and weaknesses.
12. Attend bi-monthly County Supervisor Meetings for English and Social Studies.
13. Establish and promote high standards and expectations of academic performance for all students and staff.
14. Ensure that curriculum development and teaching methods support and are applicable for all learners.
15. Ensure that lesson plans and instruction align with New Jersey Student Learning Standards for English and Social Studies.
16. Ensure vertical and horizontal articulation of skills and content sequence between elementary and secondary buildings.
17. Work cooperatively with building principals and other district administration to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
18. Works closely with HS English and Social Studies department chair to oversee department needs.
19. Assists in developing district goals and objectives.
20. Performs such other tasks and other responsibilities as assigned.

TERMS OF EMPLOYMENT:

This is a ten and a half (10.5) month position. Ten (10) days per diem/summer to be determined by the Glassboro 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.