

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Supervisor of Curriculum and Instruction

(Mathematics and Science)

QUALIFICATIONS: Supervisor Certificate Required . Extensive work experience and knowledge in educational programs and curriculum development.

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

JOB GOAL/MAJOR FUNCTIONS:

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 Assistant Superintendent, and to serve as the source of expertise regarding these areas.

PERFORMANCE RESPONSIBILITIES:

Supervises teacher's preschool through grade 12, Mathematics, Science, Gifted & Talented, Health & Physical Education (new), Business & Technology (new), District Testing Coordinator, Child Development (new). Coordinates the math/science educational program in Preschool through grade 12 (including Special Education).

1. Coordinates the District Mathematics and Science curriculum in grades PK- 12.
2. Assists in the development of curriculum in coordination with the Assistant Superintendent at the district level.
3. Coordinates district-wide testing program.
4. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel, and makes recommendations to building principals regarding reappointment of personnel.
5. Assists in the formulation of the philosophy and objectives for mathematics and science.
6. Assists in the planning and coordination of in-service programs for mathematics and science.
7. Supervises, observes, and evaluates all teachers, in coordination with building Principals within mathematics, science, health, physical education, bus, tech, and child development.

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

TERMS OF EMPLOYMENT:

This is a ten and a half (10.5) month position. Up to ten (10) days per diem/summer 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.