

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Supervisor of Instructional Support (Basic Skills Instruction 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: **Assistant Superintendent**

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. Track and monitor referrals and assessments to determine patterns and needs.
10. Plans all family nights, conferences, and evening events deemed necessary.
11. Oversee Federal grants and reporting as directed by the **Assistant Superintendent**.
12. Performs other related duties as assigned by the **Assistant Superintendent**.

13. Oversee culinary arts, and world language programming.

TERMS OF EMPLOYMENT:

This is a ten and half (10.5) month position. Ten (10) days /summer at per diem rate 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