

**MORRIS SCHOOL DISTRICT  
Job Description**

**Title:** Assistant Superintendent of Curriculum and Instruction

**Reports To:** Superintendent

**Qualifications:**

- Appropriate NJ School Administrator's and/or Principal certification;
- Experience in curriculum and professional development;
- Administrative experience at the district level;
- Demonstrated effectiveness in teacher supervision;
- Minimum of two years of successful experience in program; development and supervision at the district level;
- Effective communication skills;
- Strong management and organizational skills.

**Responsibilities:**

1. Develop, administer, and supervise all programs and services for the PK–12 programs;
2. Assist the Superintendent with curriculum and professional development, program evaluation, budget development, federal and state grant applications or proposals, presentations, and reports;
3. Coordinate the evaluation and selection of appropriate textbooks and instructional materials for educational programs;
4. Supervise teaching staff in the areas of Core Curriculum Content Standards including coordinating the new teacher mentoring program and orientation;
5. Provide technical assistance in lesson planning, assessment, and exemplary and innovative instructional methodology through demonstration lessons, team teaching, and workshops for district staff;
6. Conduct observations and write evaluations for non-tenured and tenured principals and teachers;
7. Coordinate the translation/interpretation of district, school, and program information for parents and students;
8. Coordinate the elementary portfolio assessment and standardized testing program;
9. Assist the Manager of Human Resources with teacher recruitment, orientation, and professional development programs;
10. Collaborate with the Director of Pupil Services, building principals, and subject area coordinators on district curriculum and professional development, student placement and assessment, and parent information;
11. Collaborate with the School Business Administrator on budget development, financial management, food services, student transportation, and facility utilization;

Job Description: Director of Curriculum and Instruction – continued

12. Collaborate with the Director of Technology to provide essential in-service training for professional and support staff, to evaluate and select appropriate equipment and supplies, and acquire, install, and maintain equipment to ensure the effective integration of technology in the instructional program;
13. Collaborate with the Director of Technology Integration in the development of online digital content aligned to NJ Student Learning Standards, blended instructional methodologies, digital architecture of curricula and sustained professional development.
14. Collaborate with the Director of Technology Integration in the evaluation of digital content from online providers, the district's Learning Management System (Canvas), and other forms of instruction and learning within digital platforms.
15. Works with all administrators, counselors and teachers to use assessment data, data relative to instructional practices, and other forms of data (such as longitudinal college achievement data, demographic subgroup data, I-Ready Data, PARCC Data among other forms of data) to improve the content and delivery of the school curriculum, to guide the supervision process and to target professional development learning experiences.
16. Regularly prepares reports on tests results of instructional and assessment practices, individuals, classes, grade levels, schools and the district, including use of graphs and charts to make results understandable; reports will often include conclusions and recommendations for action. Plans and provides leadership in communicating these reports to all stakeholders through a variety of mediums.
17. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation of standards instructional practices and assessment data to guide the instructional program of the schools.
18. Collaborate with the superintendent in the development and sustainment of an interdependent and modular architecture of community organizations as well as an alignment of their resources to district goals, programs, and initiatives. This may include Pre-K programs, tutoring, mentoring, parent education among other services.
19. Answers questions and instructs other district personnel regarding procedural requirements in the use and application of specific sections of the student database.
20. Ensure curriculum alignment with national and state standards;
21. Serve as District Test Coordinator for district and state mandated testing;
22. Participate on the District Curriculum Council, Board of Education Curriculum Committee, curriculum evaluation or planning committees, Local Professional Development Committee, and community focus groups;
23. Establish and maintain positive community relations through parent advisory committees, newsletters, orientation programs, workshops, and manage the parent, staff and Quest appeal processes;
24. Review and approve purchase orders, field trip requests and professional leave requests;
25. Supervise the Summer School Programs, Kindergarten Registration and the lottery process for Normandy Park School and Lafayette Learning Center;
26. Perform such other tasks and assuming such other responsibilities as assigned.

Contract Terms

Of Employment: 12-Month Position

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|-----------------|----------------------------------------------|
| Re-established: | April 25, 2016                               |
| Abolished:      | December 1, 204                              |
| Approved:       | February 13, 1995                            |
| By:             | Board of Education<br>Morris School District |