

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Supervisor of Elementary Education: Math and Science

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification.
- C. Possess a master's degree in education.
- D. A minimum of five years' elementary teaching experience.
- E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education: Math and Science (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators and supervisors, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. The supervisor shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Teachers, in conjunction with Principals.

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VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

- A. Instructional Supervision of Math and Science, with appropriate cross-curricular subjects
  1. Supervises and evaluates K-5 staff members in conjunction with Principals.
  2. Monitors instruction of Board approved curricula.
  3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
  4. Leads teachers in monitoring the progress of students through analysis of assessment results.
  5. Works collaboratively with teachers to integrate instruction across content areas.
- B. Curriculum Development and Revision
  1. Provides leadership in the development of K-5 curricula for math, science, and other cross-curricular subjects when appropriate.
  2. Develops and carries out long-range plans for K-5 instructional programs in math, science and cross-curricular subjects when appropriate.
  3. Works with Principals in all aspects of K-5 math and science, including articulation from grade to grade.
  4. Works collaboratively with Principals and 6-12 Supervisors to articulate transitions between the elementary and secondary level.
  5. Works collaboratively with Elementary Supervisor for ELA and Social Studies to coordinate all components of the K-5 academic program.
  6. Leads the integration of technology across assigned curricular areas.
  7. Manages Board approved curricula in textbooks in K-5 for math and science.
  8. Advances equity in academic programming for all students.
  9. Coordinates Gifted and Talented programming in math, science, and other cross curricular subjects when appropriate.
- C. Professional Development
  1. Conducts orientation and training for new K-5 staff members.
  2. Provides for ongoing professional development of all K-5 staff.
  3. Provides leadership for and manages professional development activities, including in-service courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
  4. Maintains a high level of expertise in elementary education, especially as it pertains to math and science; keeps abreast of current research and recommendations; and leads study of same.
  5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
  6. Supervises Technology Coaches in conjunction with Principals.
  7. Assist with the district mentoring program as needed.
- D. Administration and Operations
  1. Participates in the recruitment and selection of personnel, as required.
  2. Chairs system-wide committees and study groups, as required.
  3. Plans and participates in information sessions for Board and public, as required.
  4. Serves as liaison with community groups, as required.
  5. Contributes to efforts to accomplish system-wide goals and school objectives.

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6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

Terms of Employment: Twelve months

VII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

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Dr. Thomas Gorman  
Superintendent of Schools

*Approved by Board:* 06/25/2013  
*Revised:* 05/01/2017