



Somerville Public Schools

Job Description

TITLE: CURRICULUM SUPERVISOR

QUALIFICATIONS:

1. Valid New Jersey School Supervisor, School Administrator, or Principal Certificate, or eligibility
2. Minimum of five years teaching experience
3. Demonstrated leadership in school improvement, program development, and curriculum integration
4. Ability to plan, organize, and administer a district-level professional growth program
5. Broad knowledge of instructional technology equipment and applications, online services, technology resources, and integration of technology across the curricula
6. Required criminal history background check and proof of United States citizenship or legal resident alien status

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: Instructional staff in all content areas

JOB GOAL: To assist the Director of Curriculum and Instruction by providing leadership in the development, implementation, and coordination of the district's PreK-12 curriculum

PERFORMANCE RESPONSIBILITIES:

1. Assists in working with the Director of Curriculum and Instruction, Principals, and teachers in developing the PreK-12 school curriculum and assists in the formulation of philosophy and objectives for the instructional plan
- 2a. Assists with studying, evaluating, and, as appropriate, recommending to the Director of Curriculum and Instruction, the adoption of new instructional materials, methods, and programs
- 2b. Assists in planning goals and objectives, curriculum units, individual lessons, and classroom organization and management
- 2c. Encourages teaching, utilizing developmentally appropriate practices
3. Assists in the development of the preK-12 instructional program and achievement of State Standards and district goals and objectives

4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and other professional growth activities.
5. Attends state and national curriculum meetings and study groups as appropriate.
6. Assists in the development and implementation of the district's curriculum and textbook cycle and recommends the addition, modification, and/or deletion of courses or programs
7. Assists in the production of curriculum bulletins, guides, or directories to be distributed to staff, parents, and/or the community as appropriate
- 8a. Assists in scheduling and organizing grade-level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the PreK-12 instructional program
- 8b. Secures resources by assisting with and/or coordinating grant writing or by securing funds from other sources
- 8c. Secures and interprets research and data relative to education respective of each school building
- 8d. Acts as a liaison with the State Department of Education to monitor activities affecting education
9. Attends joint Branchburg/Somerville curriculum meetings with administrators, principals, and/or teachers
10. Assists in planning and presenting a series of meeting each year for the purpose of interpreting to the Board and to the parents and public at large the PreK-12 educational program
11. Assists in the maintenance of curriculum reference libraries for the use of the staff and collaborated with principals and teachers to develop a common field of community resources to enhance the instructional program
12. Assists in securing and making available samples of instructional materials, textbooks and curriculum maps
13. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty and parent committees and recommends those selected to the Director of Curriculum and Instruction prior to submission to the Board for adoption
14. Assists in communicating to the staff current research in the area of curriculum development, instructional strategies, assessment practices, and technology infusion
15. Assists the Director of Special Services, student counselors, principals, and staff in planning the instructional program and support services for special education pupils

and other pupils with special needs

16. Meets with the Director of Curriculum and instruction on a regular basis for the purpose of maintaining ongoing supervision, coordination, and implementation of the district's curriculum, instruction, assessment, and technology programs
17. Conducts classroom observations and provides supervision/evaluation of teachers and noncertified staff as requested by the Director of Curriculum and Instruction
18. Assists in the development and coordination of the sections of the budget that pertain to PreK-12 curriculum, instruction and assessment
19. Assists in the recruiting, screening, hiring, training, and assigning of instructional personnel
20. Assists in the principal or designee in coordinating the administration of state and local testing programs for grades PreK-12
21. Assists with the review and evaluations of district and state student assessment programs and other evaluative measures
22. Assists in preparing curriculum maps in the area of responsibility
23. Assists in planning and implementing new teacher seminars
24. Attends curriculum committee, and other evening meetings as required
25. Models lessons for teaching staff members
- 26a. Assists in coordinating and implementing the summer programs
- 26b. Supervises and assists staff in the preparation of various statistical and other reports to meet system, state, and federal requirements
27. Implements and enforces all district policies and New Jersey Department of Education regulations that strive to protect the health, safety, and welfare of students and is responsible for upholding the district's harassment, intimidation, and bullying, hazing and sexual policies, as well as all other district policies.
28. Performs other duties as assigned by the Superintendent of Schools and/or the Director of Curriculum and Instruction.

TERMS OF

EMPLOYMENT: Twelve (12) month year, benefits and salary to be determined by the Superintendent of Schools

EVALUATION: The Director of Curriculum and Instruction will evaluate the incumbent as per Board policy

ADOPTED: 25 August 2015