



ROBBINSVILLE BOARD OF EDUCATION
JOB DESCRIPTION
JOB TITLE: Supervisor of Humanities
DEPARTMENT: Curriculum
**REPORTS TO: Secondary Director of Curriculum,
Instruction & Assessments**

POSITION SUMMARY:

Under general supervision, the employee performs a variety of administrative tasks in coordinating the successful implementation of programs categorized as “humanities” in the district school system. Those programs include History, Philosophy and Religion, Modern and Ancient Languages, Fine and Performing Arts, Social Studies, AAPI, Holocaust, Amistad, Civics, Economics, History, Politics, Psychology, and Sociology. Employee guides school-level staff in ensuring that instruction is aligned with the New Jersey Student Learning Standards, interpreting changes to the curriculum, and informing teachers, principals, and district personnel of the implications of those changes. He/she evaluates the effectiveness of instructional methods and programs and helps to develop strategies for implementation and improvement. Employee reports to and supports the Secondary Director of Curriculum, Instruction, and Assessment. The overall goal is to create viable curriculum and instructional pedagogy sufficient to ensure high school and college readiness; supervise and evaluate the delivery of instruction in compliance Boards of Education goals and build policies and procedures for the purpose of advancing student performance in PK-12 Humanities.

JOB RESPONSIBILITIES:

- Assists school-based staff with improving techniques of humanities instruction and improving overall student achievement.
- Oversees and supervises the implementation of a comprehensive humanities (i.e., History, Philosophy and Religion, Modern and Ancient Languages, Fine and Performing Arts, Social Studies, AAPI, Holocaust, Amistad, Civics, Economics, History, Politics, Psychology, and Sociology) program across the district.
- Work in conjunction with other district departments to facilitate and support connections to the humanities across all programs.
- Work in conjunction with school leaders to facilitate, enforce and support the humanities programs.
- Work in conjunction with other district departments to ensure implementation of equitable classroom practices to improve outcomes for all students.
- Serves as a central office contact and liaison to keeps parents, administrators and community citizens informed about humanities programs in the school system.
- Ensures district-level personnel, teachers, and principals are familiar with any changes to the New Jersey Student Learning Standards regarding the humanities and other state appropriate state mandates (i.e. AAPI, Holocaust, Amistad, etc.).
- Evaluates the humanities programs in the system and develops strategies for implementation and increasing achievement.
- Meets regularly with district personnel, supervisors, administrators, and principals to monitor and implementation.
- Maintain a collection of professional and reading/learning materials related to the humanities that current research.
- Provides instructional strategies and various tools to aid the instructional process.
- Coordinates and provides a variety of district-wide professional development opportunities.

- Evaluates the need for and assists with the design of new course offerings and guidelines.
- Assists the school system with the selection of appropriate textbooks, teacher guides and other instructional materials and equipment.
- Participates in regularly scheduled staff, district, regional, and school level meetings.
- Provides support to teachers in their classrooms through coaching, modeling, and mentoring. Helps specialists and teachers link best practices and materials to standards.
- Helps schools analyze data and identify appropriate re-teaching methods and strategies
- Develops and supports district-wide compliance with appropriate state initiatives (i.e., AAPI, Holocaust, Amistad, etc.).
- Collaborates with other content area curriculum specialists and supervisors to provide an integrated humanities program.
- Updates resources for teacher use.

QUALIFICATIONS:

Education and Work Experience

- NJ Supervisor’s Certificate or Certification of Eligibility
- Minimum 5 years successful teaching experience
- Demonstrated ability to work effectively in areas of curriculum design and program development
- Expertise in a desired content area
- Strong interpersonal and communication skills

KNOWLEDGE AND SKILLS:

- Proficiency in or knowledge of using a variety of computer software applications designed to facilitate good record keeping ease of information
- Strong interpersonal skills needed to handle sensitive and confidential employee situations and documentation
- Excellent problem solving, communication, and organizational skills
- Adaptability and flexibility required to function in a fast paced, changing environment

TERM OF EMPLOYMENT: 12-month

REQUIRED CERTIFICATION:

BARGAINING UNIT: RPSA Unit

SALARY: As determined by the Robbinsville Board of Education from July 1 through June 30th

BOARD APPROVAL DATE: