

JOB DESCRIPTION

Position Title:	Secondary Director of Curriculum, Instruction, and Assessment	Reports to:	Superintendent
Classification:	Administrative	Revision Date:	Pending board approval

SUMMARY:

The Secondary Director of Curriculum, Instruction, and Assessment will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's 6-12 curriculum and instructional services, federal programs, assessment, and assessment systems.

The Director ensures that the district/school 6-12 education objectives are aligned to state frameworks, standards and to instructional practices which yield the highest levels of student achievement and instructional excellence.

The Secondary Director of Curriculum, Instruction, and Assessment reports to the Superintendent and participates as a confidential member of the Superintendent's administrative team and council.

OVERALL GOAL:

- Provide educational leadership by directing the formulation of district-wide goals, plans, policies and budgets, by recommending their approval by the district board of education and by directing their district-wide implementation. Oversee the administration and supervision of school-level operations, staff and programs.

QUALIFICATIONS

- Possess those qualifications as required by the State of New Jersey (School Administrator Certification preferred or Principal Certification).
- Those qualifications shall be considered minimum requirements.
- The board reserves the right to request that additional requirements be met.
- Any exceptions to these requirements as determined by the Superintendent.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction (6-12)

- Oversee and direct district curriculum supervisors in coordination with the Primary Director of Curriculum, Instruction, and Assessment.
- Responsible for collaborating with the Business Administrator on the development and implementation of federal or state aid programs.
- Directly supervise 6-12 the Humanities (i.e. social sciences, world language) and Arts and Technology (i.e., visual and performing arts, business, educational technology).
- Support all aspects of district 6-12 instructional, curriculum and integration of technology.
- Collaborate with the Elementary Director of Curriculum to prepare and create the School Instructional Calendar.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- Represent the school district in meetings and conferences related to 6-12 curriculum and instruction, assessment, and technology.
- Report periodically to the board on all 6-12 curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- Make recommendations pertaining to policy and procedure to the Superintendent.
- Coordinate and supervise the Instructional Support program for the district, including implementation of a consistent 6-12 intervention (I&RS) system.
- Supervise and coordinate the implementation of the 6-12 teacher evaluation system.
- Attend all county and state Curriculum Council meetings.
- Provide leadership and direction for the development, revision, and continuous improvement of district 6-12 professional development plan.
- Plan and coordinate the budget process for acquisition of curriculum-related expenditures.
- Support all aspects of district instructional and curricular program to insure a continuous and consistent prek-12 program.
- Assist professional staff with the evaluation of curriculum material process.
- Attend all Board of Education meetings or as required by the superintendent.

Personnel (6-12)

- Participate in the interview and selection process of the instructional staff as appropriate.
- Coordinate the Teacher Induction Program and district orientation programs and activities of new teachers and administrators.
- Participate in the supervision process of beginning 6-12 teachers through classroom observations and conferences.
- Supervise and evaluate building level principal and district staff, as outlined in the District Organizational Chart.
- Conduct formal and informal observations and supervision of staff.
- Conduct observations of any 6-12 teachers placed on an improvement plan.
- Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.

- Encourage ethical practices of teachers.
- Cooperate with administrative and supervisory personnel on the overall education program.
- Supervise and evaluate Instructional Assistants as needed.

General (6-12)

- Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
- Attend and actively participate in professional association meetings and conferences at the local, county, state, and national levels.
- Promote and participate in the public relations program, including the District website and web pages.
- Serve on district-wide committees as needed.
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters.
- Establish an open line of communication with the community.

DATE APPROVED: 