

PROFESSIONAL STAFF POSITION - JOB DESCRIPTION

TITLE: Supervisor of Instructional Programs and Support

QUALIFICATIONS:

1. Holds New Jersey Certification as Supervisor or Principal/Supervisor
2. Minimum five years teaching experience
3. Demonstrated leadership in program development, curriculum integration and application of technology across the curriculum
4. Possess a strong knowledge of and experience with gifted and talented programming and associated assessments
5. Highly skilled communicator and collaborator with the ability to foster differentiated instruction through staff development and modeling
6. Knowledge of trends in reading, language arts, mathematics, technology, integrated learning, assessments
7. Required criminal history background check and proof and of US citizenship or legal resident alien status
8. Such other qualifications as of academic, professional, and personal excellence as the Fair Haven Board of Education may specify
9. Demonstrated leadership in the use and application of technology in education
10. Demonstrated knowledge with state mandated standardized testing
11. Demonstrated knowledge with the Powerschool student information system

JOB GOAL: To enable all pupils to benefit from their educational opportunities to the fullest by effectively providing leadership, coordination, evaluation, and implementation of district programs in accordance with law, policy, and regulation.

SCHEDULE: 10 Month Employee + 8 Summer Flex Days

REPORTS TO: Superintendent of Schools or designee

PERFORMANCE RESPONSIBILITIES:

1. Assists in curriculum improvement work in both district schools including: a) investigating and evaluating new programs, teaching techniques and materials, b) assessing current programs in the district, c) developing and implementing new programs and educational opportunities
2. Provides instructional leadership across departments and schools in grades Pre-k - 8. This involves the supervision of staff, monitoring of student progress, and the development and evaluation of programs in collaboration with the administrative team
3. Assists in the implementation of the district's professional learning communities for the instructional staff and recommends as teacher attendance at conferences and participation in other professional growth activities

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4. Participates in grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools
5. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by a building principal or the superintendent
6. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel
7. Assists in the supervision of after-school and evening activities at the request of the Superintendent
8. Participates in the selection and recommendation for adoption of all instructional materials and delivery systems
9. Maintains a positive liaison with professional, civic, volunteer, and other community agencies
10. Enforces all board policies, administrative directives, and state laws and regulations
11. Serves as building administrator in the absence of a building principal
12. Serves as District Testing Coordinator for State mandated standardized testing
13. Serves as lead administrator for the district student information system (i.e Powerschool)
14. Performs such duties as may be assigned by the Superintendent

SALARY: To be determined by the Board of Education commensurate with training, experience, and responsibility

EVALUATION: According to state statute and Board policy and procedure

Adopted: June 28, 2017