

## DELRAN TOWNSHIP SCHOOL DISTRICT

### K- 12 Supervisor of Instruction

Supervisor of Humanities, Business and ESL  
Supervisor of Languages  
Supervisor of Math, Science  
Supervisor of Health and Physical Education and Athletics, Family  
and Consumer Science, Industrial Technology

Reports to: Director of Curriculum and Instruction

Job Goal: Coordinate and/or assist in all matters having to do with curriculum, instruction and other areas of education.

Performance Responsibilities: *Other duties may be assigned*

- Total K-12 instructional program for the district
- Student assessment programs
- Attend meetings and conferences as necessary to accomplish duties
- District-wide curriculum development in the assigned curricular area
- Must be knowledgeable of New Jersey Core Curriculum Content Standards
- Textbook/instructional materials adoption, ordering, expenditure and reports
- Pertinent district academic reporting
- Student recognition for the district within discipline
- Assist in scheduling as necessary
- Coordinate PCPEP periods and days in conjunction with building principals
- Maintain records of a curriculum development, professional development and program evaluation
- Serve as a clearinghouse for current educational research to be used throughout the district
- Ensure courses in the Program of Studies are aligned with curricular requirements
- Evaluate the effectiveness of the total instructional program and recommend improvements as appropriate
- Attend Board of Education meetings as necessary
- Work with other administrators in the personnel selection process
- Observe staff in classroom settings and assist with evaluation as appropriate
- Evaluate and assess the instructional program for the district
- Ensure that the evaluation program is implemented as designed
- Work with the Technology Coordinator to assure that research based instructional technology is being utilized

- Prepare budgets and maintain financial records in his/her area of responsibility
- Construct informational articles and/or written communication for the district as requested
- Visit all schools and observe efficiency and effectiveness of the teaching-learning process
- Keep Principals, Directors and Superintendent informed on matters of concern
- All other duties as assigned by your immediate Manager and/or Superintendent.

EDUCATION and/or EXPERIENCE:

Master's Degree and possess a N. J. Supervisor/N. J. Principal Certificate.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N. J. Teaching Certificate; N. J. Supervisor/N. J. Principal Certificate

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

Terms of Employment:

12 month work year

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION:    March 12, 2012**