

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: DIRECTOR OF CURRICULUM, INSTRUCTION, & ASSESSMENT

QUALIFICATIONS:

1. Must possess New Jersey certification as Principal.
2. Successful classroom teaching experience at the Secondary level and Masters level training in the fields of Curriculum and Instruction required. Proficiency in testing, measurement and educational research is required. Facility in the operation of computers and familiarity in the use of educational software is desired.
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
4. Ability to plan, organize, and direct a district-wide and regional professional development program.
5. Demonstrated ability to work effectively in the areas of program and staff supervision and personnel management.
6. Strong interpersonal communication skills.

REPORTS TO: Principal and Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Shall be responsible for making recommendations for curriculum development and improvement of instruction.
2. Shall work with teachers, students, administrators and parents to cooperatively plan and put into action the educational programs appropriate for every child.
3. Shall be responsible for consulting with the administrators and appropriate personnel to develop, implement, and evaluation the professional learning programs for faculty.
4. The Director of Curriculum, Instruction and Assessment shall work with the administrative team to prepare the budget for the district's needs with regards to curriculum and professional development.
5. Preparation and submission for federal and state grants assigned to the Director of Curriculum, Assessment and Instruction shall be part of the responsibility of this position.
6. The Director shall study state and national curriculum programs and advise administrators, the board of education and teachers of their merit. S/he shall keep school district personnel and boards advised of curriculum studies, pilot programs and other activities being conducted in the district.

7. The Director will coordinate staff participation through the subject, grade level, project, or interdisciplinary articulation committees.
8. The Director will be responsible for the presentation and communication of the results of standardized state testing to the Board of Education and the general public.
9. The Director shall be responsible for regularly scheduling curriculum development meetings with the administrative team and teachers to follow up decisions and define new areas for investigation and adjustment.
10. Recommendations for the coordination, implementation or elimination of programs will be presented in writing to the superintendent.
11. Following discussion and review with the district's principal, the Director recommends the addition of new courses to the superintendent of school.
12. The Director produces curriculum bulletins, guides, or directories to be distributed to staff as required.
13. The Director schedules and organizes grade level and/or subject meetings in order to create horizontal and vertical continuity and articulation of the instructional programs.
14. The Director secures and makes available to the staff samples of various instructional materials.
15. The Director coordinates the selection of textbooks and other instructional materials through the use of faculty committees and with the principals, provides recommendations to the Superintendent for adoption by the board of education.
16. The Director interprets current research in the area of curriculum development and communicates to the staff.
17. The Director prepares examples of needed board policies and administrative rules concerned with district instructional programs for the Superintendent's review and/or board action.
18. The Director shall supervise staff members and administrators placed under his/her jurisdiction and evaluate their performances and provide appropriate reports to the Superintendent of schools.
19. The Director assists in the supervision of the district's instructional programs and may be required to oversee a specific department as district need require.

20. The Director evaluates the instructional programs and makes recommendations to the superintendent of schools and principal for changes in policy as necessary.
21. Conducts classroom observations and provides supervision/evaluation of district administrators and teachers.
22. Oversees district compliance of state and federal requirements within the areas of Curriculum, Instruction and Assessment. Shall compile necessary documents for state monitoring in these areas.
23. In conjunction with the building principal, the Director plans and administers an efficient system for the supervision and evaluation of all certificated personnel.
24. The Director of Curriculum, Instruction, and Assessment assists in the recruitment, training and assignment of instructional personnel.
25. The Director shall be expected to provide recommendations relating to the identification of, use, and activities of specialists or consultants.
26. The Director shall develop and administers in-service programs for certificated staff based on district priorities.
27. The Director of Curriculum, Instruction, and Assessment involves teachers and parents in the development and implementation of state required school plans to achieve pupil performance objectives, curriculum content standards, and core course proficiencies.
28. May be requested to attend board meetings and special events.
29. The Director will be an active member of the district's Educational Council and will attend all meetings.
30. Prepares reports for the board as requested by the Superintendent.
31. The Director shall be a member of local, state and national organizations.
32. The Director shall, with the approval of the Superintendent, work with government agencies and private foundations on the matters of curriculum research, development, and innovation.
33. The Director shall meet as necessary with the k-8 sending districts to ensure vertical articulation.
34. Other responsibilities as assigned by the superintendent.

APPOINTMENT & TENURE

The applicant shall be recommended for employment and reemployment to the Board of Education by the Superintendent of Schools. The appointee shall obtain tenure in accordance with the specifications established by the New Jersey Department of Education.

TERMS OF EMPLOYMENT:

12-Month Contract - Terms and condition of employment to be specified in the negotiated Agreement between the Board of Education and the Director of Curriculum, Instruction, and Assessment.

EVALUATION

Evaluations will be conducted in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

BOE APPROVED: June 3, 2019