

**Northern Highlands Regional H.S. Consortium
(ALLENDALE, HO-HO-KUS, NORTHERN HIGHLANDS REGIONAL HIGH
SCHOOL, & UPPER SADDLE RIVER)**

**TITLE: EXECUTIVE DIRECTOR OF CURRICULUM, INSTRUCTION, &
ASSESSMENT**

QUALIFICATIONS:

1. Must possess New Jersey certification as Principal.
2. Successful classroom teaching experience at the Elementary and/or 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: Superintendents of Consortium Schools

PERFORMANCE RESPONSIBILITIES:

Organization and Management:

1. The Director of Curriculum, Instruction and Assessment shall be responsible for making recommendations for K-12 curriculum development and improvement of instruction in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts. He/she shall provide leadership and service on a regional basis and shall manage and organize the Regional Curriculum Office.
2. S/he shall work with teachers, students, supervisors, administrators and parents to cooperatively plan and put into action the educational programs appropriate for every child.
3. The Director of Curriculum, Instruction, and Assessment shall be responsible for consulting with the administrators and appropriate personnel in each the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts to develop, implement, and evaluation the professional learning programs for regional faculty.

Financial Affairs:

1. The Director of Curriculum, Instruction and Assessment shall prepare the budget for his/her department and/or activities; requisition forms for materials, supplies, and services shall be submitted for all purchases and signed by the Director. The inventory and application preparation and submission for federal and state grants shall be part of the responsibility of this position. A proposed annual budget will be submitted to the Superintendent of the Northern Highlands Regional High School

District for approval by the Board of Education.

2. Operation and maintenance of the Director's office shall be the responsibility of the Director of Curriculum, Instruction and Assessment with the approval of the Superintendent of the Northern Highlands Regional High School District

Curriculum:

1. 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 Northern Highlands Regional School District and, where possible, assist in developing each program of study.
2. The Director will coordinate all Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school district staff participation through the subject, grade level, project, or interdisciplinary articulation committees.
3. 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.
4. The Director shall be responsible for regularly scheduling curriculum development meetings with supervisors, coordinators, superintendents, principals, and teachers to follow up decisions and define new areas for investigation and adjustment. Written (electronic) agendas will have been prepared and disseminated prior to these meetings. Written (electronic) recommendations will also be distributed following meetings.
5. Recommendations for the coordination, implementation or elimination of programs will be presented in writing to the superintendents of the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.
6. Following discussion and review with the district's supervisors and principals, the Director recommends the addition of new courses to the superintendents of the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.
7. The Director produces curriculum bulletins, guides, or directories to be distributed to staff as required.
8. 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.
9. The Director secures and makes available to the staff samples of various instructional materials.
10. 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 of the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.

11. The Director interprets current research in the area of curriculum development and communicates to the staff.
12. 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 in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.

Supervision:

1. The Director of Curriculum, Instruction, and Assessment shall supervise staff members and supervisors placed under his/her jurisdiction and evaluate their performances and provide appropriate reports to the Superintendent of the Northern Highlands Regional High School District. The Director shall be placed on a staff level in the district organization chart equal to that of the building principal.
2. The Director assists the superintendents of the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts in supervising the district's instructional programs.
3. The Director evaluates the instructional programs and makes recommendations to the superintendent of the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts for changes in policy as necessary.
4. The Director conducts classroom observations and provides supervision/evaluation of district supervisors in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.
5. In conjunction with the building principals, the Director plans and administers an efficient system for the supervision and evaluation of all certificated personnel.

Personnel Administration and Staff Development:

1. The Director of Curriculum, Instruction, and Assessment assists in the recruitment, training and assignment of instructional personnel in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.
2. The Director shall be expected to provide recommendations relating to the identification of, use, and activities of specialists or consultants.
3. The Director develops and administers in-service programs for certificated staff based on district priorities in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.

Community Relations:

1. 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 in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.

2. Upon request of the superintendents in the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts, attends board meetings and prepares such reports for the board as the Superintendent may request and attends special events held to recognize student achievement and other school sponsored activities and events.

Communications:

1. The Director of Curriculum, Instruction, and Assessment plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at-large the educational programs for the Allendale, Ho-Ho-Kus, Northern Highlands and Upper Saddle River school districts.
2. Requests for any special studies and reports shall be subject to the prior review and approval of the Superintendent of the Northern Highlands Regional High School District.

PROFESSIONAL STATUS:

1. The Director of Curriculum, Instruction, and Assessment shall be a member of local, state and national organizations for curriculum and instruction upon prior approval of the superintendent at the Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River school districts.
2. The Director shall, with the approval of the Superintendent of the Northern Highlands Regional High School District, work with government agencies and private foundations on the matters of curriculum research, development, and innovation.

APPOINTMENT & TENURE

The applicant shall be recommended for employment and reemployment to the Board of Education by the Superintendent of Schools of the Northern Highlands Regional High School District. 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

The Superintendent of the Northern Highlands Regional High School District, in consultation with the superintendents for the Allendale, Ho-Ho-Kus, and Upper Saddle River School Districts, will have the responsibility for the evaluation of this job performance in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

ADOPTED BY: The Northern Highlands Regional High School Board of Education

DATE: June 15, 2015

DATE: 10/2/17 2nd Reading: 10/16/17