

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **SUPERVISOR**

- QUALIFICATIONS:**
1. Valid New Jersey Supervisor or Principal certificate/eligibility
  2. Minimum experience as determined by the board
  3. Demonstrated leadership capability in the areas of curriculum and staff development
  4. Strong interpersonal and communication skills
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
  6. Twelve month position

**REPORTS TO:** Principal and Executive Director of Curriculum, Instruction and Assessment

**POSITION GOAL:**

To provide leadership in the development, implementation and coordination of the district's curriculum. Supervisors will also lead management of daily operation in departments they are assigned to.

**ESSENTIAL JOB FUNCTIONS:**

1. Assumes a leadership role in development and evaluation of curriculums.
2. Assists in the development, coordination and implementation of the sections of budget that pertain to curriculum and instruction.
3. Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the district education program.
4. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
5. Makes recommendations for development, implementation and evaluation of in-service training programs for professional personnel.
6. Works with building principal and executive director of curriculum, instruction and assessment in the improvement of individual staff competencies.
7. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect

- horizontal and vertical continuity and articulation of the instructional program throughout the district.
8. Provides input for the development of master schedules.
  9. Maintains a curriculum library for staff use.
  10. Conducts formal and informal observations of staff in assigned area(s) and assists faculty members in developing, monitoring and evaluating annual PIP goals and objectives, including the annual performance summary.
  11. Supervises directly the work of all teachers on permanent assignments to the department.
    - a. Checks teachers' unit plans on a regular basis and evaluates the plans to assure compliance with the prescribed courses of study and the state mandated content standards.
    - b. Insures consistency in and compliance with grading policies, research project policies, plagiarism policies, exam policies and safety policies and procedures.
    - c. Maintains a file of all final exams.
  12. In conjunction with the testing program coordinator, assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the school.
  13. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.
  14. Assists in the development of education specifications for remodeling projects or new construction.
  15. Interprets and communicates the curriculum and its philosophy to the board, the administration and the staff.
  16. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional and national levels.
  17. Ensures that appropriate modifications are included for special education students.
  18. Facilitates resolution of parent concerns or refers concerns through the chain of command.
  19. Assist with the preparation of state and federal monitoring.
  20. Teach instructional classes which they are certified to do so as necessary and required under contract language.
  21. Perform other related duties as may be assigned by the principal and or designees.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17