

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **PRE K-12 REGIONAL CURRICULUM COORDINATOR**

- QUALIFICATIONS:**
1. New Jersey teacher certification, preferably with multiple endorsements.
 2. At least five years of successful classroom teaching experience on the elementary and/or secondary school level.
 3. Expertise in use of instructional technology, differentiated instruction, unit planning, and summative and formative assessment.
 4. Demonstrated leadership on a school/district level curriculum committees or other school improvement programs.
 5. Demonstrated ability to work collaboratively and to build professional communities.
 6. Strong interpersonal skills

REPORTS TO: Allendale, Ho-Ho-Kus, Northern Highlands and Upper Saddle River Superintendents

POSITION GOAL:

To provide support to the quad districts in the area of curriculum. The position will provide support in the areas of curriculum development, staff development and articulation of PreK-12 programs.

ESSENTIAL JOB FUNCTIONS:

1. Collaborates with each quad district's designated curriculum specialist to develop, refine, and articulate K-12 curricula.
2. Facilitates classroom-based coaching, demonstrations, co-teaching, and mentoring, K-12, in all curriculum content areas.
3. Leads in the creation, coordination, and implementation of staff development programs offered in the quad district's.
4. Works with each quad district's designated curriculum specialist on long-range curriculum planning projects.
5. Facilitates inter-district and intra-district communication.

6. Keeps abreast of state and national curriculum, instruction, assessment, and staff development trends in order to promote best practices and steer educational decisions.
7. Learns and transfers knowledge related to instructional technology to various professional and educational settings aimed at enhancing student and professional learning.
8. Works with curriculum and professional committees as assigned.
9. Supports each quad district's designated curriculum specialist in the analysis and dissemination of standardized and local district assessment data to inform instructional decision-making, K-12.
10. Writes and presents reports on curriculum studies, instructional and assessment trends, and staff development initiatives, as requested, to teachers, administrators, and parent/community groups.

Professional Status:

- The Regional Curriculum Coordinator will be a member of local, state, and national organizations with the prior approval of the Executive Director of CIA.

Appointment and Tenure:

The applicant shall be recommended for employment and reemployment to the Board of Education by the Superintendent 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:**

Salary and work year to be determined by the Board.

EVALUATION:

The Northern Highlands Superintendent will have the responsibility for the evaluation of job performance in accordance with the provisions of the Board's policy on Evaluation of Teaching Personnel. Evaluation will be completed with input and participation from the 4 quad district superintendents.

BOE APPROVED: 5/18/2020