BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
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JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

JOB TITLE: *ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION* for the Burlington County Special Services School District (BCSS) AND the Burlington County Institute of Technology (BCIT)

LOCATION: CENTRAL OFFICE, BCSS AND BCIT

THE POSITION*:* Assists the Superintendent of Schools by providing leadership and management in the ongoing planning, development, coordination, implementation, and evaluation of all aspects of the instructional programs of both school districts. The Assistant Superintendent for Curriculum and Instruction leads all curricular and instructional initiatives and actions district-wide for every grade and subject area, directs district-wide professional development, assists in the development of those sections of the budget that pertain to curriculum and instruction, supervises various administrators across the districts, and prepares for, attends and contributes to Board of Education meetings as requested and directed by the Superintendent of Schools.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the Superintendent in the areas listed below to ensure all students are provided the opportunity for educational excellence and are challenged to perform at a high level.

QUALIFICATIONS REQUIRED:

1. NJ Administrative Certificate with School Administrator or Principal endorsement.
2. Successful experience in teaching, curriculum development, supervision and evaluation of instructional staff, program assessment, and staff development.
3. Demonstrated ability to work effectively in areas of personnel management, school administration and program evaluation, development, and implementation.
4. Strong leadership and communication skills.
5. Able to perform essential functions with/without reasonable accommodation.
6. Required criminal history background check, medical and drug screening.
7. Proof of U.S. citizenship or legal resident alien status.

JOB RESPONSIBILITIES:

1. **Supervision and Evaluation**
    a. Ensures coordination, articulation, and maintenance of district curricular and instructional vision for each subject and program area.
    b. Coordinates, directs, and monitors the supervision and evaluation of all instructional personnel.
        i. Ensures compliance with State and local requirements for the evaluation of instructional staff.
        ii. Ensures effective, ongoing professional development for administrative and instructional personnel regarding the evaluation of instructional staff.
        iii. Coordinates and oversees district and school-based committees required under statute and/or local policy/regulation regarding the evaluation of instructional personnel.
    c. Directs building principals, vice principals, department chairs, or other teacher leaders or quasi-administrative personnel regarding matters pertaining to the Assistant Superintendent's job responsibilities.
    d. Directly supervises and evaluates:
        i. BCSS Instructional Supervisors
        ii. BCIT Director(s) and Supervisor(s)
    e. Coordinates and directs the selection process for all BCSS instructional supervisors and BCIT supervisors and directors, and recommends such candidates to the Superintendent of Schools for hire.
    f. Coordinates and assists the principals and Personnel Office in the recruitment, screening, employment, training, assignment, and evaluation of instructional personnel, to ensure hiring processes across buildings and districts are consistent with procedures established by the Personnel Office, and result in the fair and appropriate selection of qualified instructional staff.

2. **Curriculum and Instruction**
    a. Plans, implements, and evaluates school district annual goals and objectives as they pertain to curriculum, instruction, assessment, and professional development.
    b. Facilitates comprehensive analysis of data to improve student achievement.
    c. Oversees the development, implementation, and assessment of curriculum for both districts.
    d. Stays apprised of curricular and instructional trends and best practices, and communicates such to district personnel.
    e. Recommends changes in the instructional program for the districts to the Superintendent of Schools.
    f. Coordinates and directs the creation of all curriculum programs, guides, and materials for distribution among the instructional staff.
    g. Ensures both horizontal and vertical articulation of curriculum and programs; and, ensures that the implemented curriculum reflects the written curriculum.

h. Maintains and regularly facilitates district curriculum and instruction committees to solicit input and involve instructional staff in the evaluation, revision, development, and implementation of curriculum.
i. Maintains a current district library of all courses and programs of study and distributes to all schools and instructional/administrative staff.
j. Submits, for Board adoption, all new course proposals, curriculum, related texts and materials.
k. Maintains a curriculum and instruction website with comprehensive information for students, families, and the public regarding the districts' programs, curriculum, student achievement, and program-related goals.
l. Maintains a comprehensive and current list of approved instructional materials.
m. Facilitates the regular review of lesson plans/unit plans to ensure alignment of instruction with district written curriculum.

3. Student Achievement

a. Continuously monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.
b. Formally reports to the Superintendent of Schools and Board of Education at least annually on student achievement measures, and recommends refinements and improvements in the instructional program to address areas of concern or opportunities for growth.
c. Effectively communicates student achievement measures to the administration, instructional staff, and to parents/guardians and the community at large; and, educates the entire school community about efforts and initiatives to improve student achievement.

4. **Professional Development**

a. Supervises the development, implementation, and evaluation of staff development programs for professional and other instructional personnel.
b. Coordinates and serves as a member of the Local Professional Development Committees.
c. Oversees and facilitates the district mentoring program.
d. Oversees staff orientation and training programs for new staff and substitutes.
e. Ensures compliance with and documents records of all federal, state, and local professional development requirements, e.g. Affirmative Action Training, Sexual Harassment Training, Right to Know Training.
f. Reviews, monitors and approves all professional development workshops, conferences, or other experiences, both in- and out-of-district.

5. Grants

a. Develops and submits to the State and Federal governments No Child Left Behind (NCLB) Consolidated Grant and other federal/state grants pertaining to instruction.

b. Continually monitors grant programs and expenditures to ensure that all grant funds are appropriate and within grant program requirements and proper procurement procedures.
c. Ensures that all grant funds under the Assistant Superintendent's direction are utilized:
    i. in an effective and timely manner;
    ii. consistent with district/program/grant objectives, requirements, and limitations; and,
    iii. according to procurement procedures as required by statute, code, policy and regulation.
d. Regularly reports to the Superintendent of Schools regarding the status of federal, state and other grant programs.
e. Prepares and submits all required reports regarding state, federal and other grant programs.

6. Compliance with federal, state and local requirements and programs

a. Ensures that all districts policies and regulations pertaining to the Assistant Superintendent's job responsibilities are enacted and effectively communicated to appropriate instructional and administrative staff.
b. Provides professional development to administrative and instructional staff as needed to ensure compliance with all federal, state, and local requirements related the Assistant Superintendent's areas of responsibility.
c. Attends or ensures district representation at state or other meetings and training sessions, and effectively communicates programs and requirements to appropriate district personnel.
d. Prepares and monitors annual and intermittent federal, state, and county reports and grants, as required, such as New Jersey Quality Single Accountability Continuum (NJQSAC), No Child Left Behind (NCLB) and Carl D. Perkins Vocational and Technical Education Act.
e. Ensures that all funds under the Assistant Superintendent's direction are utilized:
    i. in an effective and timely manner;
    ii. consistent with district/program/grant objectives, requirements, and limitations; and,
    iii. according to procurement procedures as required by statute, code, policy and regulation.

7. **Budget**

a. Assists in the development of those sections of the budget that pertain to curriculum and instruction.
b. Prepares and administers, in collaboration with program leaders, the instructional budget.
c. Monitors program budgets and building budgets as they relate to program, ensuring that budgets reflect district program goals, needs, and directives.
d. Monitors and finds solutions to budgetary/curriculum disputes, if necessary, among program leaders and building principals.

e. Approves and coordinates the purchase of all instructional materials, including for newly created classrooms.
f. Ensures that all funds under the Assistant Superintendent's direction are utilized:
    i. in an effective and timely manner;
    ii. consistent with district/program/grant objectives, requirements, and limitations; and,
    iii. according to procurement procedures as required by statute, code, policy and regulation.

8. **Communications and Public Relations**
    a. Maintains positive, productive, and effective relationships with teachers and other instructional staff, Child Study Team, counselors, related services staff and administrators.
    b. Maintains positive relationships with parents and students, and appropriate community groups; and, keeps such groups apprised of curricular and program goals and initiatives.
    c. Meets with parents/guardians regarding concerns for the education of their children and/or district programs.
    d. Acts as liaison with professional, civic, volunteer, and other community organizations having an interest in district curricular programs.
    e. Works closely and collaboratively with the *Coordinator of Program Exploration and Community Relations* regarding interactions with community organizations and the promotion of district programs.

9. **Other**
    a. Responds to emergencies and needs that arise, seven days a week, 24 hours a day as requested by the Superintendent.
    b. Reports regularly to the Superintendent on any developments, concerns, issues, or problems within the districts coming to his/her attention and requiring the Superintendent's awareness and/or action.
    c. Performs all other duties assigned by the Superintendent.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions in statute, administrative code, and Board policy on evaluation of certificated personnel.

TERMS OF EMPLOYMENT: 12 Months; salary to be determined by the Board.

APPLICATION PROCEDURE*:* To apply, submit an online application http://www.applitrack.com/bcit/OnlineApp/default.aspx.