

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Supervisor

REPORTS TO: Assistant Superintendent and/or Designee

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's K-12 curriculum

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

- 1) Works with principals, department chairs, subject matter specialists and teachers to develop and implement coherent systems of curriculum instruction and assignments that promote the mission, vision and core values of the District that embody high expectations for student learning aligned with academic standards and are culturally responsive.
- 2) Ensures a written diverse curriculum that includes culturally responsive materials, appropriate accommodations and modifications for specialized areas and resources that promote both enrichment and intervention.
- 3) Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs
- 4) Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives
- 5) Assists in the implementation of the district's in-service program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities
- 6) Produces curriculum bulletins, guides, or directories to be distributed to the staff as required
- 7) Implementation, monitoring and support of district programs, digital and non-digital, that are designed to meet the individual and collective academic needs of the students.

Meetings and Committees

- 1) Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools
- 2) Plans and presents a series of meetings each year for the purpose of interpreting to the board of education, the parents, and public at large the educational program of the schools

- 3) Attends meetings as assigned and accurately turnkeys information to certified staff on items related to achieving district educational goals

Constructive Interaction with Staff

- 1) Cooperates with the central office administration, school counseling staff, and principals/assistant principals in planning the instructional program and support services for special education students, students with language barriers, and others with special needs
- 2) Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff
- 3) Serves as a resource person in the assigned curricular area for building principal and staff
- 4) Creates, assigns and/or facilitates professional development for specific academic disciplines or departments as assigned
- 5) Analyzes and interprets data, specific to academic disciplines or departments as assigned, that aligns to student success and academic achievement, for instructional staff, central office administration, building administration and parents
- 6) When necessary or assigned by Assistant Superintendent or designee, model lessons within a classroom setting, specific to academic discipline(s) or department(s) assigned
- 7) When necessary or assigned by Assistant Superintendent or designee, assist the efforts of certificated staff by reviewing lesson plans and instructional materials in a specific academic discipline(s) or content area(s) for the purpose of monitoring the adaptation of curriculum to meet the needs of individual or small groups of students

Information and Resources

- 1) Maintains a curriculum reference library for the use by the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program
- 2) Secures and makes available to staff samples of various instructional materials, textbooks and curriculum guides
- 3) Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education

Other

- 1) Assists in the recruitment, screening, hiring, training and assigning of instructional personnel
- 2) Assumes responsibility for reviewing and evaluating results of district---wide testing programs, and for other evaluative measures used by the schools
- 3) Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction
- 4) Creates opportunities for the District aligned to the specific academic discipline, to partner with families to support student learning in and out of school

- 5) Performs other duties as may be assigned by the Assistant Superintendent or designee

QUALIFICATIONS:

- 1) Valid New Jersey Supervisor certificate
- 2) Valid New Jersey Instructional Certificate with Subject Area Endorsement
- 3) Minimum experience as determined by the Board
- 4) Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
- 5) Ability to plan, organize and administer a district-level professional development program
- 6) Strong interpersonal and communication skills
- 7) Required criminal history background check and eligibility to work in the United States.
- 8) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14d 7 (L. 2011, Chapter 70).
- 9) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Twelve-month work year

SALARY RANGE:

Based on the EOAA agreement

Approved by the East Orange Board of Education: March 6, 2023

revised March 2, 2023