

PLAINFIELD PUBLIC SCHOOLS
Plainfield, New Jersey

JOB DESCRIPTION

TITLE: Supervisor of Science and Instructional Technology

QUALIFICATIONS:

- Master's Degree in Science, Technology or related field
- Possess or be eligible to obtain a New Jersey Principal or Supervisor Certificate
- Appropriate New Jersey certification needed for content areas
- Five (5) years experience in a school or equivalent setting
- Leadership, interpersonal and organizational skills
- Computer literate
- Knowledge of curriculum, instruction, school improvement, and data analysis

REPORTS TO: Assistant Superintendent, Educational Services

JOB GOAL:

Provides ongoing instructional support for the district curriculum, with emphasis on the state student performance standards in Science and Technology, course performance standards, and standards of excellence. The Supervisor assists in the articulation of programs for elementary, middle, and high schools, and in managing district wide curriculum initiatives and projects. Works in cooperation with other staff within and across disciplines to support the training and implementation of New Jersey State Curriculum Standards, Common Core State Standards, and the Next Generation Science Standards.

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers and administrators in improving instruction through the use of educational technology resources in all core academic subjects.
2. Assists in the development and writing of district curriculum.
3. Assists principals and other administrators to ensure compliance with District and state requirements in delivery of content instruction.
4. Designs and provides, as needed, in-service programs for elementary and secondary teachers and administrators.
5. Works with staff to develop and implement effective educational programs.
6. Observes teachers and conducts program reviews, as appropriate, and serves as a resource for possible follow-up activities.
7. Facilitates articulation through the different levels of the curriculum program with respect to the students and the curriculum.

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8. Provides and facilitates professional development activities.
9. Plans, develops, implements and monitors special content area activities in cooperation with District and school personnel. Serves as liaison between the District and universities/colleges in program design and implementation.
10. Prepares educational specifications for school facilities. Reviews plans for new or renovated facilities.
11. Maintains contact with state and national organizations relative to curriculum and instruction.
12. Prepares memoranda, notifications, and other communication relative to instructional programs.
13. Develops and maintains reports regarding District-wide information relative to the subject area.
14. Supports the development, implementation, and achievement of district strategic plan goals and objectives.
15. Complies with district, state, and federal guidelines and procedures for all areas under direct supervision and management.
16. Performs other related duties as may be assigned by immediate supervisor.

EVALUATION: Assistant Superintendent, Educational Services

TERMS OF EMPLOYMENT: 12-Month Contract

SALARY: According to PASA Salary Guide D

Approved by the Plainfield Board of Education at its Business meeting of June 18, 2013