

UNIT AFFILIATION: PAA

JOB TITLE: SUPERVISOR OF PROFESSIONAL DEVELOPMENT AND ASSESSMENT

REPORTS TO: ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

JOB GOAL:

To coordinate the design and implementation of the District's professional development plan for all certificated and non-certificated staff. To support fellow administrators in the implementation of school-based and department-based plans for professional development. To support the Assistant Superintendent in the oversight and analysis of district-wide assessments – and to connect assessment results to the District's efforts in staff development

QUALIFICATIONS:

- A. Knowledge of adult learning and experience with the facilitation of professional development in school districts.
- B. Proven competency as a presenter or facilitator.
- C. Strong background in effective instructional and assessment practices.
- D. Teaching experience in multiple subject areas and at multiple grade levels.
- E. Experience with the Danielson Framework for Teaching.
- F. Knowledge of current research and practices in teaching and learning.
- G. Demonstrated skill in test administration, survey development and implementation, current methods of statistical data collection and analysis and the development of conclusions and recommendations based on data.
- H. Strong organizational, interpersonal, group leadership and teaching skills.
- I. Strong written and oral communication skills.
- J. Ability to think both creatively and analytically.
- K. Accomplished user of technology for communication, organization and instruction; able to serve as a model for others in this area.
- L. Ability to effectively supervise and evaluate staff.
- M. Experience with evaluating programs and recommending enhancements or improvements.
- N. Evidence of active involvement in the development of curricula using the Understanding by Design framework.
- O. Valid New Jersey Supervisor Certificate.

PERFORMANCE RESPONSIBILITIES:

- A. Collaborates in the evaluation of needs and next steps related to curriculum and instruction.
- B. Under the direction of the Assistant Superintendent for Curriculum and Instruction, oversees the design and implementation of a PreK-12 plan for professional development that is consistent with the District's mission and vision.
- C. Coordinates with building administrators and department supervisors to ensure there is a comprehensive and integrated approach to professional development.
- D. Stays current with research and best practice in teaching and learning – and shares that knowledge with district staff as appropriate.
- E. Works with the Innovation and Instructional Technology Specialist to ensure all staff receive appropriate and timely training in the use of technology.
- F. Develops and manages the budget for summer workshops and ongoing professional development.
- G. Coordinates professional development based on recommendations from the school improvement panels.

- H. Supports the Assistant Superintendent for Curriculum and Instruction, as needed, with program reviews, state reports and facilitation of committees.
- I. Assists as needed with the orientation of new teachers both during the summer and throughout the year.
- J. Supports the Assistant Superintendent for Human Resources, as needed, with the coordination of professional development associated with the mentoring program for novice teachers.
- K. Works with the Assistant Superintendent for Human Resources, as needed, in the delivery of all mandated training programs for staff.
- L. Observes and evaluates teachers and other certificated staff as assigned.
- M. Supports the Asst. Superintendent for Curriculum and Instruction in coordinating and supervising districtwide testing for students grades PreK-12 including all state mandated assessments and all other required standardized tests administered across the district.
- N. Maintains current state testing protocols and instructs other district staff in those protocols as needed.
- O. Develops conclusions and interpretations of statistical data and analysis for application to district programs for review and final decision making by the Assistant Superintendent for Curriculum and Instruction.
- P. Develops and implement surveys and other data collections mechanisms.
- Q. Performs other related duties as may be assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

Appointed annually for a twelve-month period.

SALARY:

As determined by the Board of Education.

EVALUATION:

Performance will be evaluated annually in accordance with the Board's policy on the evaluation of administrative personnel.

HUMAN RESOURCES MISSION STATEMENT:

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature of Applicant/ Employee

Date

EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER