
BERKELEY HEIGHTS PUBLIC SCHOOLS



INCLUDE, INSPIRE, EMPOWER

Office of the Superintendent of Schools

JOB DESCRIPTION

DISTRICT SUPERVISOR: ENGLISH/MUSIC/BASIC SKILLS/MEDIA SPECIALISTS

QUALIFICATIONS:

- New Jersey Principal or Supervisor Certification
- Instructional Certification
- Successful Criminal History Clearance.
- Proof of U.S. Citizenship or appropriate employment authorization.
- At least three years of teaching experience

REPORTS TO:

Assistant Superintendent

SUPERVISES:

JOB GOAL:

To provide leadership in curricula and instruction within areas of responsibility.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly attends training and professional development to stay abreast of pertinent information relative to the position as directed by the Superintendent.
2. Coordinates with School Principals
3. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
4. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
5. Works with principals, directors, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
6. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum standards and district goals and objectives.
7. Assists in the planning, coordination and presentation of in-service programs in areas of responsibility.
8. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
9. Recommends to the assistant superintendent the addition of new courses and graduation requirements.
10. Supervises, observes and evaluates all teachers 6-12 in coordination with principals within areas of responsibility.
11. Supports effective teaching through input on teaching techniques, alternative materials and other related strategies.
12. Participates in the regular evaluation and revision of K-12 curriculum within areas of responsibility.
13. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
14. 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.
15. Studies, evaluates, and as appropriate, recommends to the assistant superintendent the development of revision of programs, instructional techniques and/or materials.
16. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.

17. Assists with teacher assignments within areas of responsibility.
18. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
19. Maintains inventories and submits required reports in areas of responsibility.
20. Works cooperatively with assistant superintendent in planning and conducting department/grade level meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
21. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
22. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
23. Assists in the solution of problems relative to specific students.
24. Coordinates the basic skills program.
25. Performs other duties as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve-month employee, salary established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated on an on-going basis in accordance with provisions of N.J. State Law and the Berkeley Heights Board of Education's policies on evaluation of professional personnel.

APPROVAL: 11/16/22