THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY
08016

NOTICE OF VACANCY

JOB TITLE: Mathematics/Science/Business Supervisor of Grades 5-12

RESPONSIBLE TO: Building Principals, Director of Curriculum & Instruction, and Superintendent

QUALIFICATIONS:
1. Master’s Degree in Educational Leadership (preferred).
2. Valid New Jersey Certification as a Principal or Supervisor.
3. Teaching Certificate in Mathematics, Science, or Business.
4. Supervisor experience (preferred).
5. Minimum five years of successful teaching experience.
6. Extensive knowledge of effective instructional strategies and classroom practices.
7. Extensive knowledge and experience with curriculum design and implementation.
8. Extensive knowledge of the New Jersey Student Learning Standards (NJSLS) and alignment with the District curriculum.
9. Ability to analyze and present data.
10. Strong interpersonal and communication skills.
11. Excellent written and verbal communication skills.
12. Excellent technology skills.
13. Ability to motivate and work collaboratively with staff.
14. Ability to work independently.
15. Strong organizational skills.
16. Required criminal history check and proof of U.S. citizenship or resident alien status.
17. NJ Resident under the NJ First Act.

JOB GOAL:
To plan, implement, and supervise the activities and instruction for grades 5-12; to enhance teachers’ skills and strategies; and to increase student achievement.

PERFORMANCE RESPONSIBILITIES:
1. Supervise classroom lessons and activities to improve instruction, implement standards, and increase student achievement.
2. Supervise subject-area Department Chairs (6-12).
3. Assist in the supervision of Instructional Coaches.
4. Assist in creating the annual evaluation schedule.
5. Evaluate teacher performance and provide meaningful instructional feedback through classroom visitations, written reports, pre- and post-conferences, and annual performance reviews.
6. Provide educational and professional leadership by developing programs for curriculum development in conjunction with the Director of Curriculum and Instruction.
7. Write, review, and update curriculum guides as directed.
8. Work with Curriculum Facilitators and Team Leaders in developing and implementing the curriculum.
9. Develop a plan to increase the graduation rate.
10. Meet with Department Chairs, Principals, the Director of Curriculum and Instruction, and the Superintendent regularly to discuss student achievement, curriculum, and instructional programs.
11. Submit a quarterly activity report to the Director of Curriculum and Instruction for review.
12. Plan and facilitate professional development training for staff as needed.
13. Serve on building and District-level committees and PLCs.
14. Assist/conduct interviews of candidates for teaching positions and make recommendations as required.
15. Attend regular meetings, conferences, and workshops to enhance professional competence and growth.
16. Attend all Administrative Council meetings.
17. Analyze student data and provide instruction/program recommendations
18. Oversee staff instructional data analysis.
19. Oversee, monitor, and provide feedback for implementing assessments administered throughout the year.
20. Provide leadership in developing methods, procedures, and techniques to assist staff with educational programs to meet the NJSLS.
22. Assist with New Staff Orientation and consistently support newly employed teachers and/or substitute teachers.
23. Assist with reviewing and procuring instructional materials, textbooks, and equipment.
24. Assist in the development and submission of the annual budget in the area of Instruction and Program.
25. Provide operational support at Wilbur Watts Intermediate School as assigned.
26. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees.

**TERMS OF EMPLOYMENT:**
Ten (10) Month Position

**SALARY:**
$80,000.00 - $95,000.00

**EFFECTIVE:**
23/24 School Year

**APPLICATION:**
Interested candidates should apply via the Applitrack link on our website, www.burlington-nj.net (Employment) and attach a letter of interest and resume.

Applications will be accepted until the position is filled.

**PLEASE NOTE**
CITY OF BURLINGTON BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER