



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **ACADEMIC SUPERVISOR**

#### **QUALIFICATIONS:**

1. Valid Teacher's Certificate in subject area of supervision (or in one area if two or more subjects are supervised).
2. Valid New Jersey Supervisor's Certificate or eligible for New Jersey Supervisor's Certificate.
3. Master's Degree in the area of supervision (or in one area if two or more subjects are supervised) or in area of Curriculum and Supervision.
4. Minimum of three years' successful teaching experience in the area of supervision (or in one area if two subjects are supervised).
5. Demonstrates leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
6. Possesses ability to plan, organize and administer a district-level professional development program.
7. Possesses organizational, communications (oral and written) and human relations skills.
8. Experience in curriculum design, staff development and personnel evaluation (preferred).
9. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction

**JOB GOALS:** Supervises instructional staff as assigned. Provides leadership in the development, implementation and coordination of the district's K-12 curriculum. Achieves and maintains standards of excellence in the teaching of assigned curricular area(s) so that each student exposed to the specific subject may derive the greatest academic and personal benefit from the learning experience.

## **PERFORMANCE RESPONSIBILITIES:**

1. Works with principals, 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.
2. Studies, evaluates, and, as appropriate, recommends to the assistant superintendent of curriculum and instruction the adoption of new instructional materials, methods, and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum standards and district goals and objectives.
4. 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.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the assistant superintendent of curriculum and instruction the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.
8. 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.
9. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.
10. 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.
11. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
12. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to

the assistant superintendent of curriculum and instruction for adoption by the board of education.

13. Keeps abreast of and interprets to the staff the current research in relevant areas of curriculum development, teaching and learning.
14. Cooperates with the special services department in planning the instructional program for special education, BSI and LEP students.
15. Meets on a regular basis with all department members, principals, and directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
16. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by the assistant superintendent of curriculum and instruction and principals.
17. Informs principals of findings of observations and evaluations and reviews supervisory approaches with principals for working with department members.
18. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
19. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
20. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
21. Assists in the supervision of after-school and evening activities at the request of the assistant superintendent of curriculum and instruction.
22. Performs other duties as may be assigned by the assistant superintendent of curriculum and instruction.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

**EVALUATION:** Annually by the assistant superintendent of curriculum and instruction with input from the principals, in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

**SOURCE:** Regular Board Meeting  
**DATE:** November 9, 1994  
**REVISED:** June 28, 1995

**REVISED:** February 27, 2002  
**REVISED:** December 17, 2008  
**REVISED:** June 10, 2009