

Montgomery Township School District

Job Description

Job Title: World Languages Supervisor
Terms of Contract: 10 months plus 10 days with an additional 10 days optional
Reports To: Assistant Superintendent/Director of Curriculum

Primary Function: Assists the district and building administration with implementation of the world language program goals.

Qualifications:

- Appropriate NJ certification in Supervision and Teaching of Spanish required. Addition World Language teaching endorsements preferred
- 5 years successful World Language Teaching
- Distinguished background as World Language Teacher at multiple building/grade levels
- Completed graduate work in language, literature or ESL

Essential Duties and Responsibilities:

Leadership

- Assists Principals in communicating with students, faculty, and the public about goals and practices in the World Language Program.
- Develop, implement and evaluate department goals.
- Assists with the development of all plans for student transitions from building to building.
- Assists in the selection, orientation, and professional development of World Language faculty and substitutes.
- Assists in planning and conducting department and articulation meetings.
- Assists with the ordering of instructional materials. Provide input to Principals regarding budget
- Participates in conferences with principals, teachers, supervisors, parents/guardians and/or students to discuss instructional programs and to interpret assessments.

Instruction

- Teaches one class daily.
- Attends relevant school, district, and professional meetings.
- Assists teachers in the handling of day-to-day problems in World Language instruction and acts as a resource for teachers with curriculum questions.
- Follows through on plans for World Language curriculum renewal in all languages at all relevant grade levels.
- Conducts staff development workshops.
- Oversees the mentoring of all new staff, coordinating time for mentor/mentee meetings and coverage for classroom observations
- Teaches model lessons as needed.
- Assists new staff with lesson planning as needed.
- Coordinates colleague visits and arranges substitution.
- Participates in research into prospective program innovations.
- Plans enrichment opportunities for qualified students.

General

- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign
- Develops significant professional relationships in each building based on trust and a demonstrated willingness to help.

Supervision

- Assist in developing PDP/Formative/SGO plans and objectives.
- Observe classroom performance and provide feedback to teachers.
- Review lesson plans and provide feedback to teachers.
- Assist with annual evaluations of World Language staff.
- Supervise co-curricular activities related to the content.