



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

Prepare·Empower·Inspire

Director of Curriculum and Instruction

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

SALARY: As per NBLA Contract

NATURE AND SCOPE OF JOB:

This position is responsible for providing leadership and vision in the ongoing planning, implementation, development, and evaluation of the district's curriculum and instructional services, federal programs, assessment, research and evaluation services. The Director ensures that all students are provided with equitable access to all school offerings, and supports in the training and recruiting of a diverse and culturally competent staff. Additionally, the Director establishes and maintains that the district's education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

JOB QUALIFICATIONS:

- NJ Principal or School Administrator certification
- Master's Degree required. Degree in education related field preferred
- Belief in the transformative importance of diversity, equity, and inclusion
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and program implementation
- Demonstrated ability to access, use, and analyze both quantitative and qualitative data
- Strong leadership and communication skills
- Able to perform essential functions with or without reasonable accommodation

ESSENTIAL JOB FUNCTIONS:

- Fosters and supports efforts and commitment to providing access and equity throughout the District
- Ensures the district is in compliance with QSAC's Instruction and Programming
- Facilitates informational, collaborative meetings to obtain feedback from all stakeholders regarding Title I, II, III, and IV grants as well as responsible for its submission and implementation
- Be knowledgeable on updates the NJDOE makes to standards and curriculum requirements
- Oversees the revision of existing curricula and addition of new curriculum, as needed
- Oversees the creation of yearly pacing guides as they align with the school calendar and curriculum
- Assists the Assistant Superintendent of Curriculum and Instruction in ensuring bias free access to educational opportunities (higher level courses, gifted and talented), career and technical education, athletics, co-curricular activities and related resources
- Assists in collecting and monitoring data to validate district improvement and increased student opportunities for innovative solutions to increase student achievement
- Assists in the collaborative development of District corrective action plans as needed and in making needed adjustments to corrective action remedies in an effort to continually move the district forward in providing the best learning environment for all students

DATE REVISED: 07/19/2022



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- Develops, organizes and oversees academic instructional programs inclusive of career technology education, extended school day and summer programs
- Coordinates and supervises instructional support programs for the district, including implementation of a consistent K-12 Response to Instruction and Intervention (RTII) system
- Assists in the designing, monitoring, and creating public awareness of academic pathways leading to a diverse school district culture and climate
- Assists in identification of weak or non-compliant areas throughout the District which impacts student access and equity in academics, opportunity, and extracurricular activities
- Assists the Assistant Superintendent of Curriculum and Instruction in providing opportunities for parent and community member involvement in problems associated with gaps in access, opportunity, performance, and other inequities throughout the District
- Plans, organizes, and facilitates district-level professional development programs
- Assists in identifying and conducting needed staff training necessary to remove bias in instruction and in curriculum writing/revision
- Assists in preparing, analyzing, and presenting district wide data identifying gaps in access, opportunity, performance and other inequities in the District
- Plans needed staff professional development to support year over year staff growth ensuring access and equity in behavior, instruction and impact (full and half-day).
- Assists in assessing results/impact of district access and equity efforts on students, staff, and programs
- Meets regularly with Supervisors of Instruction to share content and pedagogical knowledge, resources, and engage in coaching cycles to support highly effective instructional practices
- Assists with observations and evaluations of supervisors and teachers throughout the district
- Presents district data and information to the Board of Education as necessary

OTHER DUTIES:

- Performs any other related duties as assigned by the Superintendent of Schools and/or Assistant Superintendent of Curriculum and Instruction.

WORK ENVIRONMENT:

This job operates in a professional office environment and a public school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.