



## **SUPERVISOR OF HUMANITIES**

**[ENGLISH LANGUAGE ARTS (6-12), SOCIAL STUDIES (6-12), ESL (K-12), VPA (K-12)]**

### **MINIMUM QUALIFICATIONS:**

- Master's degree from an accredited college or university.
- New Jersey Department of Education certification in English.
- New Jersey Department of Education certification as a Supervisor.
- Five (5) years of successful teaching experience.
- Previous, successful supervisory experience.

### **PREFERRED QUALIFICATIONS:**

- New Jersey Department of Education certification in Social Studies.
- New Jersey Department of Education certification in ESL.
- Successful teaching experience working with multilingual learners.
- Successful curriculum supervisory experience serving a diverse student population including multilingual learners.

**REPORTS TO:** This position reports to the Director of Curriculum.

**SUPERVISES:** This position supervises certified and non-certified staff as assigned.

### **JOB GOAL:**

The Supervisor assists the Director of Curriculum in providing leadership and oversight in the development and implementation of curriculum, instruction, and assessment within assigned content areas and programs.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises the development, revision, alignment, and implementation of curriculum, curriculum writing, learning standards, program of study, grading, report cards, and other curricular tasks.
2. Works collaboratively with administrators, teachers, and support staff to ensure instructional programs and services are coordinated and administered uniformly and equitably.
3. Supports the selection, implementation, and evaluation of instructional materials and educational resources.
4. Plans, coordinates, and implements summer programming opportunities for students including the supervision of summer programming staff members.

5. Works collaboratively with school-based administrators to plan, communicate, and administer national, state, and local assessments.
6. Collects and reviews assessment data with central office and school-based administrators, teachers, and colleagues to determine the achievement and progress of students.
7. Accurately compiles and presents data to communicate student achievement and progress.
8. Supports the planning, organization, and delivery of staff development activities.
9. Completes observations and evaluations of teaching staff.
10. Provide training and support of instructional staff in the development, review, and implementation of Student Growth Objectives.
11. Support the objectives and work of school-based and district committees such as School Improvement Committees and Mentoring Committees.
12. Support the district and school community with communication to staff, parents, and families as needed.
13. Performs other duties as assigned by the Superintendent of Schools.

**APPOINTMENT:** Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and according to the Somerville Principals and Supervisors Association collective bargaining agreement.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

**BOE APPROVAL:**