

TRENTON BOARD OF EDUCATION

Office of Talent Acquisition and Development

**108 North Clinton Avenue
Trenton, New Jersey 08609**

July 13, 2016

POSTING OF VACANCY

POSITION: **Supervisor of Language Arts and Literacy Partnerships (Pre-K-12)**

LOCATION: **Central Office Administration Building**

QUALIFICATIONS:

1. Valid NJ Supervisor's Certification and NJ Standard Certificate in Elementary Education or Language Arts - Secondary.
2. Master's degree from an accredited college or university in Reading, Language Arts, or Curriculum/Instruction.
3. A minimum of five (5) years successful teaching on the elementary level required. Concentration in a foreign language preferred but not required.
4. Supervisory experience preferred.
5. Demonstrates the ability to communicate and work effectively with students, parents, and staff, community groups and organizations.

REPORTS TO: Chief Academic Officer/Assistant Superintendent Curriculum, Instruction, Professional Development, and Accountability

JOB GOAL:

To provide leadership coordination, supervision and administrative skills for the improvement and implementation of a PreK-12 program in the assigned curricular area, so that the professional staff will help each student derive maximum benefit from the educational system

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Observes and evaluates staff and:
 - a. Works closely with teachers in order to improve performance in the Language Arts/Reading classroom.
 - b. Visits classrooms and provides assistance to teachers in improving existing strengths and in overcoming problems related to their teaching performance.
 - c. Assists with coordination of activities of helping teachers.
2. Develops, recommends curriculum goals and objectives and upon Board approval

- implements and plans to attain the Language Arts/Reading goals and objectives:
- a. Prepares and monitors and annual plan for curriculum developments, maintenance, evaluation and revision.
 - b. Works with teachers, consultants and administrators to monitor progress towards curriculum goals and objectives.
 - c. Is cognizant of state monitoring process including goals and objectives for the Trenton Public Schools.
 - d. Develops textbook/materials lists for board approval.
 - e. Is responsible for the implementation of the social studies curriculum.
3. Recommends curriculum development and program innovations. Upon approval of the recommendation initiates and manages implementation of the program improvements:
- a. Investigates, with cooperation of relevant staff and principals, curriculum development and program need.
 - b. Develops materials and techniques to address program needs cooperatively with teachers and administrators.
 - c. Initiates and manages implementation of curriculum evaluation.
4. Develops and implements an ongoing program of Language Arts/Reading curriculum evaluation.
- a. Prepares an annual plan for program evaluation
 - b. Conducts annual evaluation.
 - c. Prepares a report of program accomplishments and needs.
5. Interprets the district's instructional program to parents and the community.
- a. Attends meetings of district and school organizations to interpret district's program.
 - b. Makes periodic reports to the Board and public on status of district's program upon request.
 - c. Distributes relevant program materials.
6. Develops and utilized district and community resources for program needs.
- a. works with teachers and administrators to integrate district and community resources into daily instruction.
 - b. Informs teaching staff of new resources and educational opportunities outside of individual schools.
 - c. works with community resource persons and local agencies.
7. Provides program-oriented in-service training for teachers.
- a. Plans, develops and schedules appropriate in-services in cooperation with school principals.
 - b. Informs teachers of sources of information to assist in improving instruction.
8. Develops district wide literacy program with an emphasis on academic vocabulary, argumentative writing, and writing to source.
9. Develops procedures and guidelines which will provide for the efficient functioning of the program within approved Board policies.
- a. Is aware of Board policies governing or related to educational programs.
 - b. Works with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
 - c. Informs appropriate staff of new/changed guidelines and procedures.

10. Ensure a response to intervention process in literacy is coherent provides equal access for students of poverty, students with disabilities, and English language learners to the core instructional program.
11. Display and foster positive attitudes and support toward literacy instruction.
12. Provides district leadership, coordination, and facilitation of the literacy program (literacy instruction will be incorporated to the work of all content supervisors).
13. Explores advanced and innovative programming in preparation community and higher education partnerships.
14. Performs such other duties by the Chief Academic Officer/Assistant Superintendent of Curriculum, Instruction, Professional Development, and Accountability.

**TERM OF
EMPLOYMENT:**

Ten (12) month position.

BARGAINING UNIT:

Trenton Administrators & Supervisors Association-TASA

SALARY:

As per TASA agreement.

STATUS:

Hourly _____ Salaried **X**

Non-Exempt _____ Exempt _____

EVALUATION: Performance of job responsibilities will be evaluated annually in accordance with provisions of the Board's Policy on the evaluation of administrative personnel.

BOARD APPROVAL: __Revised: 3/23/15

Board Approved
October 26, 2015

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
SWC