

# UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** TEACHING SUPERVISOR

**REPORTS TO:** Principal

### **QUALIFICATIONS:**

1. New Jersey Supervisor, School Administrator or Principal Certificate or eligibility
2. New Jersey Teacher certification
3. Minimum of 3 years secondary teaching experience
4. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
5. Ability to plan, organize, and administer a district-level professional development program
6. Excellent written and verbal communication skills
7. Excellent interpersonal skills
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### **RESPONSIBILITIES:**

The teaching supervisor is responsible for the coordination of all curriculum activities. He/She will be responsible to observe and evaluate instructional staff and ensure the integration of the Core Curriculum Content Standards in all curriculum.

### **DUTIES:**

1. Works with principals, curriculum coordinators, 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 principal the adoption of new instructional materials, methods, and programs.
3. Provides leadership in the development of the instructional program and achievement of state core curriculum standards and strict 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 principal the addition of new courses.

Job Description: Teaching Supervisor (continued)

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 principal for adoption by the board of education.
13. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
14. Cooperates with the special services department in planning the instructional program for the special education classes.
15. Meets on a regular basis with all department chairpersons and subject area, special area and guidance 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 staff as requested by building principals or central office administrative staff.
17. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
18. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
19. Assumes responsibility for reviewing and evaluating results of district-wide testing programs and for other evaluative measures used by the schools.
20. Performs other duties as may be assigned.

## **HUMAN RELATIONS:**

### **With Students**

- a. Demonstrates warmth and friendliness.
- b. Demonstrates appreciation and respect for the rights and opinions of all students.
- c. Displays sensitive to students by listening to them and responding effectively to their feelings and needs.
- d. Develops in each student a sense of personal growth and a positive self-esteem.
- e. Demonstrates patience, empathy, and understanding.
- f. Promotes good interpersonal relationships.
- g. Creates a supportive environment.
- h. Is a positive role model for students in speech, appearance, behavior, and attitude.
- i. Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs.
- j. Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development.

### **With Parents/Guardians**

- a. Participates in conferences with parents/guardians, if necessary.
- b. Interprets course goals and objectives to help parents/guardians understand them.
- c. Contacts parents/guardians by telephone, as needed.
- d. Listens and responds to the concerns of parents/guardians.

### **With Staff**

- a. Works cooperatively and enthusiastically with staff and the administration in achieving the school's educational goals.
- b. Exhibits professional and ethical attitudes and behaviors toward colleagues.

## **SCHOOL-WIDE EFFECTIVENESS:**

1. Implements required school regulations and administrative requests.
2. Accepts responsibilities for the provision of a safe and clean environment.
3. Contributes to the development and maintenance of faculty and student morale.
4. Arrives at school and classes on time.
5. Establishes and maintains parents/guardians and community confidence in the school's programs and efforts.
6. Participates in the assessment and development of curriculum.
7. Contributes / lends assistance to committees, staff meetings and / or individuals promoting school related activities.
8. Demonstrates good attendance.

**PROFESSIONAL GROWTH:**

1. Seeks assistance when necessary.
2. Accepts responsibilities for the provision of a safe and clean environment.
3. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.
4. Develops ways of applying recently acquired professional knowledge and skills in the classroom and school environment.
5. Sets appropriate professional growth goals and objectives.
6. Keeps informed of recent developments in his / her subject areas.

**TERMS OF EMPLOYMENT:**

190 days (September 1 – June 30)

20 days (July 1 – August 31)