

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: **Supervisor: District Secondary Curriculums**

Qualifications: 1/ Must hold acceptable NJ Administrative Certification, 2/ Must possess strong communication, managerial, and leadership skills, 3/ Demonstrated knowledge of effective principles of teaching and learning in all levels of school programs, 4/ Demonstrated ability to function effectively in a diverse school community, 5/ Demonstrated aptitude or competence for assigned responsibilities, 6/ A minimum of five years of successful experience in working with effective education programs, 7/ Ability to follow directions and work as a productive component of a highly functioning administrative team; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Assistant Superintendent for Curriculum and Instruction

Job Goal: Responsible for overseeing all aspects of the district's curriculums in grades 6 through 12 and to provide leadership to the professional staff to plan, implement, articulate and evaluate the effectiveness of those programs successfully aligning them to district objectives and state and federal mandates. Particular emphasis will be on the curriculum effectiveness in Montclair High School.

Performance Responsibilities:

- 1/ Effectively works with principals to analyze student performance indicators using multiple sources of data, and to translate the data into specific teaching and program strategies that will positively impact the learning environment for students implement,
- 2/ Revises curriculums as required by changes in state, federal or district mandates,
- 3/ Assists with the preparation and administration of the assigned accounts in the school budget,
- 4/ Assist professional staff in learning about the learning styles of the diverse students they teach and the students' families identifying priorities for program improvement based upon their needs and performance indicators,
- 5/ Monitors the translation of the curriculum into daily classroom instructional practices,
- 6/ Oversees and/or assists with the preparation of drafts for board policies and administrative rules pertaining to the curriculums assigned,
- 7/ Interprets and disseminates research, best practices, and current trends in curriculum and instruction, and works with staff and parents to restructure programs and learning communities,
- 8/ Participates in the selection and adoption of textbooks and supplementary instructional materials and delivery systems when requested,
- 9/ Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools,
- 10/ Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district,
- 11/ Keeps supervisors and school community informed of curriculum requirements, events and activities.
- 12/ Attends board meetings and prepares such reports for the board as the superintendent or designee may request.
- 13/ Evaluates the performance of assigned personnel in accordance with law, code and board policy.
- 14/ Enforces all board policies, administrative directions and state laws/regulations,
- 15/ Other unspecified duties as assigned or as related.

Terms: 12 month, salary and benefits as determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.