

JOB TITLE: SUPERVISOR OF Instruction (7-12)

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Valid New Jersey teaching certificate.
3. Minimum of five years of teaching or administrative experience.
4. Successful teaching experience.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Ability to plan, organize and administer a district-level professional development program.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: District Supervisor and Principal

SUPERVISES: All staff as assigned

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination, and evaluation of grades 7-12 instructional programs to ensure that all students meet and exceed District Goals and State Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

JOB FUNCTIONS AND RESPONSIBILITIES:

Curriculum and Instruction

1. Works with principal and teachers in implementing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Works with principal and teachers to study, evaluate, and as appropriate, recommend the adoption of new instructional materials, methods and programs.
3. Provides supportive leadership in the development of the 7-12 instructional program and achievement of state standards and district 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.

Meetings and Committees

1. 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.
2. 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.

Constructive Interaction with Staff

1. Meets on a regular basis with teachers for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
2. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff.

Information and Resources

1. Works with the principal to maintain a curriculum guide and resources for the use of the staff and collaborates with principals and teachers to develop community resources to enhance the instructional program.
2. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

Other

1. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted in-service education program for all staff in the district.
2. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel, as directed.
3. Assists in reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used in the school.
4. Performs other duties as may be assigned by the Principal and/or District Supervisor.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on Evaluations.

APPROVED BY:

DATE:

REVISED:

COMPUTER TECHNICIAN JOB DESCRIPTION

TITLE: **COMPUTER TECHNICIAN**

QUALIFICATIONS:

1. High School diploma required, A+ Certification or other industry certifications preferred
2. Experience working on computers and other computer related peripherals
3. Experience with MS Word, Excel, and Google Drive applications
4. Strong analytical, communication, and human relations skills

REPORTS TO: Supervisor of Information Technology

JOB GOAL:

1. To assist the technology department in various activities.

PERFORMANCE RESPONSIBILITIES:

1. Ability to maintain confidentiality
2. Ability to meet the physical requirements necessary to safely and effectively perform required duties including the physical ability to lift and carry items weighing 50 pounds or more on a regular basis
3. Ability to input accurate information into appropriate database

**TERMS OF
EMPLOYMENT:**

Daily salary to be determined by the board.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 7F</u>	<u>Comprehensive Educational Improvement and Financing Act</u>
<u>N.J.S.A. 18A:67.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:610</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:162</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:252</u>	Authority over pupils
<u>N.J.S.A. 18A:254</u>	School register; keeping
<u>N.J.S.A. 18A:261</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:261.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:262</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:283</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:285</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:288</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment

SUBSTITUTE TEACHER (continued)

<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-10.1</u>	<u>Preschool through grade three certification requirements</u>
<u>N.J.A.C. 6A:9B-10.11</u>	Elementary school with subject matter specialization
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:102.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:104.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32</u>	School district operations
See particularly:	
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

JOB TITLE: Instructional Coach

QUALIFICATIONS:

1. Valid New Jersey Elementary teaching certification.
2. Minimum of five years of teaching experience.
3. Demonstrate knowledge and understanding of effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Ability to plan, organize and administer a school-level professional development program.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: District Supervisor, Supervisor, and Principal

NATURE AND SCOPE OF JOB:

The Instructional Coach is responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity. The individual will work with classroom teachers to assist with the implementation of the district's adopted curriculums in an effort to improve overall student achievement. The Instructional Coach focuses on individual and group professional development that will expand and refine the understanding about researched-based effective instruction. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Support teachers and administrators in using data to improve instruction on all levels.
- Deliver professional development on targeted topics and designs.
- Develop coaching plans for teachers to ensure student improvement.
- Creates positive relationships with teachers and administrators.
- Communicates and demonstrates researched-based instructional practices that result in increased student performance and engagement.
- Demonstrate willingness to assume leadership positions.
- Demonstrate a thorough knowledge of curriculum and subject matter.
- Provide support in analyzing student assessment data in order to inform instructional decisions.
- Model lessons when appropriate.

- Develop and maintain a confidential, collegial relationship with teachers.
- Perform duties as assigned by the Principal, Supervisor, or District Supervisor

Meetings and Committees

1. Schedules and organizes individual teacher or grade level meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Plans and presents a series of meetings each year for the purpose of interpreting data in order to positively affect instruction and student achievement outcomes.

Constructive Interaction with Staff

1. Meets on a regular basis with teachers for the purpose of maintaining ongoing discussion about the coordination and implementation of instruction.
2. Conducts informal classroom observations for the purpose of the development of best instructional practices.

Information and Resources

1. Works with the principal and supervisors to maintain a curriculum guide and resources for the use of the staff and collaborates with principals, supervisors, and teachers to develop community resources to enhance the instructional program.
2. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on Evaluations.

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