

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION
JOB DESCRIPTION**

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:- Teaching experiences in a N.J. public school system for a minimum of three (3) years.

Leadership activities in curriculum and instructive development, educational research, child growth and development, and student assessment techniques for a minimum of two (2) years.

First hand experiences in teaching strategies and methodologies, team teaching, peer teaching, learning styles, mentorship programs, student assistance programs, special education, and/or alternative teaching styles.

Valid N.J. School Administrator or Principal Certificate

Required criminal history background check

This position may be shared with another K-8 district, with responsibilities to be determined.

New Jersey residency required

REPORTS TO: Superintendent

SUPERVISES: Building Level Administration

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the formulation, implementation and evaluation, supervision, and approval of instructional improvement within the scope of all written curricula, textbook and materials usage, and curriculum related services and supplies for students, assuring consistency with the current NJSLS.
2. Chairs curriculum committees and participates in district meetings like curriculum council, parents' advisory group, staff development as well as the administrators meetings.
3. Develops, and recommends the instructional materials, textbooks, supplementary materials,

instructional equipment and professional development portions of the budget to the Superintendent of Schools for each school within the district.

4. Conducts and reviews all research and development in curriculum and instruction areas for the school district and determines their appropriateness for inclusion in the district.
5. Encourages the development, publication, and use of new instructional materials by the professional staff.
6. Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
7. Selects at least one subject a year to produce a focused analysis of curriculum effectiveness. Coordinate this analysis so results are shared and discussed in public forums.
8. Assists the building principals in the recruitment, screening, recommendations and training for all certified teaching personnel. Coordinate all district level professional development, in consultation with the building Principals.
9. Observes teachers in their classrooms upon request of principals, and offers insights for the enhancement of the teaching-learning situation.
10. Formulates the development, implementation and evaluation of all staff development programs in regards to the curriculum.
11. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
12. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
13. Responsible for the yearly recommendation of all written curricula to the Superintendent of Schools and the Board of Education.
14. Assists with the identification, implementation and evaluation of yearly Thorough and Efficient Instructional Objectives, NJ QSAC information and reports, Affirmative Action activities in the curriculum, and student assistance programs.
15. Cooperates with all administrators and principals in the improvement of staff and student competencies.
16. Acts as the district-wide custodian of all school and district curriculum guides, text and materials lists, reports, and procedures.

17. Observes and supervises district-wide, shared, personnel at the direction of the Superintendent of Schools.
18. Assumes the leadership role in developing and implementing any course newly mandated by the N.J. Dept, of Education or the Board of Education.
19. Assumes responsibility for reviewing and evaluating results of district-wide programs, and for other evaluative measures used by the schools.
20. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public.
21. Shall prepare and update annual curricular reports for the New Jersey Department of Education evaluations.
22. Maintains liaison and participates with educational leaders in curriculum and instruction at the state, regional, or national levels.
23. Cooperates with principals in sharing responsibilities for all N.J. State Compensatory Education/Title I programs to include but not limited to identification of students, scheduling of staff, fulfillment of the yearly application, monitoring and evaluation of the application, program, and budget development, supervision, and required reporting.
24. Acts as standardized testing coordinator for all state mandated and district initiated standardized testing programs.
25. Evaluates testing results and prepare with Principals an evaluation of results which is reported in public forums including but not limited to Board meetings.
26. Acts as Gifted and Talented Program coordinator and advisor.
27. Shall be responsible for the full development and implementation of the NCLB grant process.
28. Shall attend scheduled meetings for staff and administration as established by the principal; shall attend BOE meetings as directed by the CSA.
29. Performs all other duties, tasks, functions, and responsibilities as directed by the Superintendent of Schools.
30. Develops long and short-range plans based on district and state curriculum and instructional priorities.
31. Employs innovative problem-solving techniques to accomplish objectives.

TERMS OF EMPLOYMENT: Twelve month continued employment

EVALUATION:

Performance of this job will be evaluated semi-annually in accordance with provisions of the board's policy on evaluation of staff and completed by the Superintendent.

Revised: Dec. 17,2019

Employee Signature