

**Mountain Lakes Public School District
400 Boulevard
Mountain Lakes, New Jersey 07046**

Job Description

TITLE: SUPERVISOR OF CURRICULUM

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's gifted and talented program.

PERFORMANCE RESPONSIBILITIES:

- 1) Facilitates learning experiences for gifted, highly able, talented, and potentially talented students.
- 2) Coordinates activities for gifted, highly able, talented, and potentially talented students.
- 3) Provides cognitive and affective process training to teachers and advanced students.
- 4) Provides staff development and support for teachers in differentiating instruction.
- 5) Provides staff development and support for teachers in Primary Talent Development.
- 6) Locates and/or develops instructional materials for advanced-level students as

needed.

- 7) Collaborates with classroom teachers to plan and provide instruction for advanced learners.
- 8) Provides acceleration and/or enrichment in content areas for advanced learners as appropriate.
- 9) Assists classroom teachers with curriculum compacting and identifying needed enrichment materials.
- 10) Coordinates enrichment clusters for multi-grade level students with common interests to learn and create a product.
- 11) Monitors extra-curricular activities for gifted, highly able, talented, and potentially talented students.
- 12) Gathers information needed to conduct gifted and talented student education program evaluation.
- 13) Participates in ongoing professional development activities related to Gifted and Talented Education Programs.
- 14) Performs other duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.A.C. 18A:7F</u>	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members

<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship required
<u>N.J.A.C. 6:11-5</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6</u>	Endorsements on the instructional certificate
<u>N.J.A.C. 6:11-9.6</u>	Supervision
<u>N.J.A.C. 6:11-12.1</u>	Commissioner's approval of acting administrators
<u>N.J.A.C. 6:11-13</u>	Required professional development of teachers
<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
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education

N.J.A.C. 6A:30 Evaluation of the performance of school districts

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

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

