

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

**Job Description**

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**TITLE:** SECONDARY SUPERVISOR OF INSTRUCTION

**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:** High School Principal

**SUPERVISES:** Instructional staff as assigned

**JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's curriculum.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the planning and development of procedures for review and evaluation of materials in use, i.e. texts, supplementary materials, and equipment.
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 content 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 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, grade placement and credit allowance, and graduation requirements.**
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 Rockaway Valley School, Briarcliff and the high school.**
9. **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.**
10. **Collaborate with counselors in the scheduling process, in attempt to assure appropriate placement for all students.**
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 through the use of faculty committees and recommends those selected to the superintendent 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 director of special services, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.**
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 non-certified 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 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.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.A.C.</u> 18A:7F	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	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.