

p-16

# TOWNSHIP OF UNION PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:**        **DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT OF HUMANITIES**

### **JOB GOALS**

The Director of Curriculum, Instruction, and Assessment of Humanities assists the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs and the Superintendent of School in coordinating and supervising the effective operation of the school district and its curriculum, instruction, and assessment program. The Director of Curriculum, Instruction, and Assessment of Humanities leads district instructional improvement via ongoing professional development opportunities, providing leadership and an instructional vision for the staff and implementation of researched based best practices within the instructional program.

**REPORTS TO:** Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs and Assistant Superintendent of Personnel and Operations

**SUPERVISES:** District supervisors as assigned; Principals regarding topics related to curriculum, instruction, and assessment

### **QUALIFICATIONS**

- Minimum experience as determined by the board.
- Masters' Degree in Curriculum and Instruction, Educational Leadership, or equivalent;
- Five years of experience in supervision, administration, or other district-level leadership areas;
- Experience in developing a highly effective instructional curriculum in collaboration with the schools' instructional leadership;
- Able to analyze schoolwide data in order to design effective programs to support students in collaboration with schools' instructional leadership;
- Experience in coordinating and managing creative, inspiring professional development sessions in line with the district/school goals and priorities;
- Possesses appropriate knowledge of district instructional technology platforms;
- Is collaborative and is able to communicate effectively and clearly.

## **PERFORMANCE RESPONSIBILITIES**

### **Curriculum, Instruction, and Assessment**

1. Collaborate with District and building administrators to establish an optimum learning environment to support curricular program implementation across the District.
2. Ensure that curriculum, programs, and activities conform to federal, state, and district guidelines.
3. Plan, develop, implement, and evaluate the curricular and instructional programs of the District in collaboration with department supervisors and building administration. Ensure that programs align to the NJDOE approved standards, support 21st Century Life and Careers themes/standards, as well as technology standards.
4. Collaborate with the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs to implement and maintain the district-wide school improvement process including QSAC recommendations.
5. Develop a system-wide plan for curriculum study and improvement consistent with the District vision, goals, and policies. Ensure vertical and horizontal alignment of all curriculum materials.
6. Collaborate with administration and instructional staff regarding District grading practices.
7. Interpret the present curriculum and proposed curriculum changes to the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs, the administration, the staff, and the general public.
8. Conduct and coordinate District-wide research for measuring the effectiveness of the total educational program. Collaborate with the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs regarding patterns and trends.
9. Conduct walkthroughs and formal evaluations of instructional staff in all content areas who are on a corrective action plan (CAP) using the Danielson evaluation tool, as well as evaluation of additional staff as assigned by the Superintendent.
10. Collaborate with department supervisors and building administration to ensure SGO quality and compliance district wide.
11. Support instructional staff regarding District identified effective instructional practices aligned to the adopted teacher evaluation tool (ie. Danielson).
12. Attend county and state curriculum, instruction, and assessment meetings/professional development to remain up-to-date on all state information.

13. Work with instructional staff regarding the development of common assessments and analyze the adopted/purchased curricular program assessment practices (ie. i-Ready, STAR360, EdConnect, etc.)
14. Collaborate with the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs regarding district-wide and state assessment planning and practices and communicate these with instructional staff.

### **Staff Development & School Support**

15. Collaborate with the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs on the development of the District Professional Development Plan.
16. Collaborate with administration and teaching staff regarding teacher specific corrective action plans (CAP).
17. Plan and organize in-District professional development opportunities in collaboration with building and department administration. Ensure that all approved District professional development aligns with District initiatives and goals.
18. Work with principals and department supervisors to promote horizontal and vertical integration and articulation of the instructional program throughout the district.
19. Work with the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs to support successful administration of district assessment programs.

### **School and Community Relations**

20. Coordinate with the district's Social Media Manager for the preparation and dissemination of program-related literature and publications.
21. Participate in related administrative and curriculum meetings for administrators and supervisors.
22. Participate in relevant administrative meetings conducted by the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs and Superintendent of Schools.
23. Communicate curriculum, instruction, and assessment related updates with stakeholders.

## **Professional Development**

24. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences and enrollment in advanced courses.
25. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.

## **Other Areas of Responsibility**

26. Communicate effectively with all members of the school district and community as necessary.
27. Work with other members of the administrative team to ensure the effective implementation of professional learning communities throughout the District.
28. Assist the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs with the District budget as it relates to curriculum, professional development, and instructional program materials.
29. Works with building principals and district supervisors to ensure the annual inventory of instructional resources, and ensures aligned/efficient ordering and distribution practices for instructional materials.
30. Performs other duties as assigned by the Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs and Superintendent of Schools.

## **TERMS OF EMPLOYMENT**

- 12 month year work period; salary to be determined by the Superintendent of Schools with Board approval.

## **EVALUATION**

- Performance of this job will be evaluated in accordance with NJ State Law and the provisions of the Board of Education's policy on evaluations of professional personnel.

Approved by Township of Union Public Schools

Date:

Reviewed and Agreed by

Date: