

TOWNSHIP OF UNION PUBLIC SCHOOLS

Job Description

TITLE: Supervisors

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*As defined in N.J.A.C. 6A:9-9 Instructional certificates

REPORTS TO: Assistant Superintendents and the Directors of Curriculum, Instruction, and Assessment of STEM and Humanities

SUPERVISES: Classroom Teachers, Student Teachers, and Classroom Aides/Paras

JOB GOAL: Provides leadership in the development, implementation, and coordination of the district's k-12 curriculum to assist teachers in providing an approved education program and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships among parents and other staff members. Provide support in the supervision and evaluation of staff in the content areas assigned.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve current New Jersey learning standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff with providing exceptional instructional experiences for pupils including:
 - A. developing instructional plans and materials aligned to specific objectives within scheduled class time
 - B. providing opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities
 - C. assessing academic and personal progress toward stated objectives of instruction and foundational skills using a variety of assessment tools that encourage critical thinking and analytical reasoning as well as recall and recollection of information; analyzing the data that results from classroom assessments
 - D. maintaining records and documentation per district/board approved forms and utilize these records for reporting purposes
 - E. foster a classroom climate conducive to learning

3. Assists certified staff in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems/challenges
4. Assists certified staff when requested in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
5. Supports their own professional growth and development and promotes the professional growth and development of certified staff through memberships, attendance at relevant meetings, promotion of and/or leading workshops, enrollment in advanced courses, reading professional journals and other publications, and participating in other experiences.
6. Coordinates and participates with certified staff in school-level planning, faculty meetings/committees and other school system groups in collaboration with the District Directors of Curriculum. Builds consensus among staff concerning efficient delivery of educational services.
7. Assists certified staff in their efforts to make effective use of resources to enhance the instructional program.
8. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to ascertain facts and make reports.
9. Assists the building principals, directors, Assistant Superintendent of Curriculum, Instruction, Assessment and Funded Programs and District Superintendent in gathering information for reports in collaboration with the District Directors of Curriculum.
10. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
11. Conduct walkthroughs and formal evaluations of instructional staff using the BOE approved evaluation tool(s) as assigned by the Superintendent.
12. Collaborates with building principals and Directors of Curriculum to ensure the annual inventory of instructional resources, assists with procuring quotes for budget preparation and ordering as needed, and distribution practices for instructional materials.
13. In collaboration with the Directors of Curriculum, recommend the adoption of new instructional materials, methods, courses, and programs.
14. In collaboration create annual professional development goals for departments, as assigned, for review by the Directors of Curriculum and Assistant Superintendent.
15. Provide support to building administration to ensure quality and compliance with NJDOE requirements for all certified staff (evaluations, SGOs, summative conferences, composite scores, etc.)
16. Performs other duties within the scope of their employment and certification as may be assigned by Directors of Curriculum.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board as negotiated by the Township of Union Public Schools Supervisors and Principal Association.

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 :Township of Union Board of Education

Date :

Reviewed and agreed to by:

Date :

LEGAL REFERENCES:

<u>N.J.S.A.</u> 7F	Comprehensive Educational Improvement and Financing Act
<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.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•25-4	School register; keeping
<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.A.C.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A 7	Managing for equality and education in education
<u>N.J.A.C.</u> 6A 8	Standards and assessment
<u>N.J.A.C.</u> 6A9	Professional licensure and standards
See particularly: <u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A•9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.1	Authorizations-general
<u>N.J.A.C.</u> 6A:9-9.2	Endorsements and authorizations
<u>N. J.A.C.</u> 6A:9-15	
<u>N.J.A.C.</u> 6A:16	
<u>N.J.A.C.</u> 6A:32-4 et seq.	
See particularly: <u>N.J.A.C.</u> 6A:32-4.1	
<u>N.J.A.C.</u> 6A:324.2	
<u>N.J.A.C.</u> 6A:32-4.4	
<u>N.J.A.C.</u> 6A:32-5.1	
<u>N.J.A.C.</u> 6A:32-6 et seq.	
<u>N.J.A.C.</u> 6A:32-7 et seq.	
<u>N.J.A.C.</u> 6A:32-8 et seq.	

Required professional development for teachers

Programs to support student development

Employment and supervision of teaching staff

Employment of teaching staff

Full-time

employment of

teachers

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

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

Evaluation of tenured

teaching staff

Standards for determining seniority

School employee physical examinations

Student records

Student attendance and accounting