

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM,
INSTRUCTION, ASSESSMENT AND FUNDED PROGRAMS

QUALIFICATIONS:

1. A Valid New Jersey School Administrator Certificate or eligibility
2. A master's degree in administration/supervision and/or curriculum/teaching-doctorate desirable
3. Minimum five years of experience in teaching, curriculum development and school administration
4. Minimum five years of experience in a central office leadership position and/or as a building principal
5. Demonstrates ability to work effectively in the areas of school administration, supervision of programs and staff, and K-12 curriculum
6. Knowledge of Title I Programs and Grants
7. Knowledge of 21st century instructional technology
8. Strong leadership and communication skills
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: SUPERINTENDENT OF SCHOOLS

SUPERVISES: ASSIGNED ADMINISTRATOR PERSONNEL AS DETERMINED
BY THE SUPERINTENDENT OF SCHOOLS

JOB GOAL: To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional curriculum and programs.

PERFORMANCE RESPONSIBILITIES:

- Supervises all personnel to ensure collaboration of district leadership to establish an optimum learning environment to support curricular program implementation across the district.
- Assists the superintendent in supervising the district's instructional programs and school services.
- Provides leadership and guidance in developing district K-12 curricula and implementation of summer programs.
- Develops and administers professional development programs for professional staff based on district priorities for instructional improvement.
- Directs and supervises district staff development initiatives and monitors the approval of conferences, workshops, and other professional visitations based upon district priorities for instructional improvement.
- Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy pertaining to curriculum and instruction as necessary.
- Oversees the planning, development, implementation, and evaluation of curricular and instructional programs in collaboration with department supervisors, directors, and building administration.
- Ensures that programs align to the NJDOE approved standards, support 21st Century Life and Careers themes/standards, as well as technology standards.
- Responsible for ensuring that curriculum, programs, and activities conform to federal, state, and district guidelines.
- Collaborates with department supervisors, directors, and principals to ensure SGO quality and compliance district wide.
- Ensure district student Intervention & Referral Services (I&RS) and student 504's meet all proper compliance.
- Assists in the organization and supervision of procedures for the selection, placement, and evaluation of all district personnel.
- Assumes responsibility for ongoing, systematic development, and review of all aspects of the instructional program including measures of student assessment.
- Evaluates the performance of administrative personnel in accordance with law, code, and board policy.
- Directs and supervises testing, research, evaluation, and grant management procedures as needed.
- Participates in the selection and recommendation of adoption of all textbooks and supplementary instructional material including software and hardware.
- Attends board meetings, prepares reports, and briefs the board as requested by the superintendent.

- Performs other related duties as may be assigned by the superintendent and/or requested by the board.

TERMS OF EMPLOYMENT: 12 month position and salary based on experience

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the Board's policy on Evaluation of Administrative Personnel.

ADOPTED BY: UNION BOARD OF EDUCATION

Date: