



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Supervisor of Curriculum and Instruction
Department: Curriculum and Instruction
Reports To: Chief Academic Officer
Salary Guide: WWPAA; 12 Month Contract
Prepared Date: 23 Aug 2023

Position Summary: The Supervisor of Curriculum and Instruction, either directly or through the proper delegation of authority, provides leadership in the planning, development, coordination, and evaluation of the curriculum/instructional programs and related district-wide professional development programs and services.

Qualifications: Valid New Jersey School Administrator, Principal endorsement, or certificate of eligibility. Master's degree required. Administrative experience as a building principal. Program director, supervisor or central office administrator preferred. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

Curriculum and Instructional Supervision

- Works collaboratively with the Chief Academic Officer (CAO) and principals to develop, implement, and sustain the district curriculum reflective of best practice.
- Defines and implements best practices and continuous improvement strategies with high expectations for performance.
- Assists in the evaluation of the district's instructional methods and programs ensuring that the district's educational objectives on a K-12 continuum are met.
- Works with building level administration to maximize the use of personnel resources and enhance performance in areas such as ELL/Bilingual and Special Education.
- Assists in the study, evaluation, and recommendation of new instructional programs, texts, and materials for adoption to the CAO.
- Analyzes internal and external student performance data and creates a manageable system for collecting and disaggregating it as it pertains to multiple content areas, levels, and populations.
- Designs and implements benchmark assessment practices designed to inform instruction and meet individual student needs.
- Assists in the evaluation and coaching of professional faculty.
- Cooperates with the special services department in planning, as necessary, the instructional program for special education students.
- Supports the integration of technology in instruction.
- Oversees student programming for the district as assigned by the Chief Academic Officer.
- Supports implementation of district's strategic goals.

Professional Development

- Designs and implements professional development activities consistent with district goals and initiatives.
- Provides leadership to ensure understanding of the educational objectives of the district's program, and plans and administers in-service and professional development experiences accordingly.
- Accumulates and disseminates to the building administration and instructional staff any information on new educational research and instruction.
- Works with the principals as a liaison for developing Professional Learning Communities in each school.
- Disseminates materials and information related to the latest developments within the educational process.
- Builds a collaborative professional development model that is structured, sustainable and targeted to the needs of the schools as it pertains to student achievement, teacher needs and the LPDC plans.

Administration

- Accepts from the CAO such responsibilities as the CAO chooses to delegate, and assumes full responsibility for discharging them.
- Attends meetings, prepares reports and position statements as requested by the CAO.
- Collaborate to sustain a four year induction program for staff.
- Reviews research, developments, and innovations in the educational arena by reading current and cogent literature, attending professional and association workshops and conferences, and discussing developments and problems of mutual interest with the administrative staff.
- Facilitates integration of instructional programs among district schools.
- Assists in the determination of programs needed by the schools through careful evaluation and research and makes appropriate recommendations for changes.
- Reports regularly to the CAO on any developments or problems within the district coming to his/her attention and requiring the CAO's awareness or action.
- Works with the CAO and the principals in preparing the budget for district-wide curriculum and instruction and professional development.
- Assists principals with data analysis and how it informs instruction.
- Advises the principals and the CAO on personnel and supervisory needs.

Relationship to the Principals and Supervisors

- Works with principals to coordinate and organize grade level and departmental meetings to influence meaningful articulation of the instructional program.
- Works with the content supervisors to coordinate curriculum writing and professional development.
- Confers with appropriate administrative personnel on matters of concern.
- Serves as a resource person to principals, directors, and supervisors.

Additional Responsibilities:

- Performs such other tasks and assumes such other responsibilities as the CAO, from time to time, may assign or delegate.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Chief Academic Officer in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions),

sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 8/29/2023

CERTIFIED BY: Cy Comella
Assistant Superintendent for Personnel