



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Supervisor of K-5 Language Arts
Department: Curriculum and Instruction
Reports To: Chief Academic Officer
Salary Guide: WWPAA; 12 Month Contract
Prepared Date: 17 Aug 2023

Position Summary: The Supervisor of K-5 Language Arts, either directly or through the proper delegation of authority, provides leadership in the planning, development, coordination, and evaluation of the language arts curriculum/instructional programs and related district-wide professional development programs and services.

Qualifications: Valid New Jersey Supervisor endorsement and a New Jersey Language Arts/English Teaching endorsement. Master's degree or higher and administrative experience preferred with extensive knowledge of instruction in language arts at the secondary level, resources and state of the art practice. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

K-5 Language Arts Curriculum and Instructional Supervision

- Works collaboratively with the Chief Academic Officer and the principals to develop, implement, and sustain K-5 language arts curriculum reflective of best practice.
- Ensures quality instruction, coordination and continuity of the K-5 language arts curriculum.
- Accepts primary responsibility for ensuring that policies affecting curriculum and instruction are carried out.
- Defines and implements best practices and continuous improvement strategies with high expectations for performance.
- Assists in the evaluation of instructional methods and programs ensuring that the district's educational objectives on a K-5 continuum are met.
- Works with building level administration to maximize the use of personnel resources and enhance performance in areas such as Special Education.
- Assists in the study and evaluation of and, as appropriate, recommends adoption of new instructional language arts programs, texts, and materials to the Chief Academic Officer.
- Motivates teachers to examine new instructional strategies, classroom management techniques, etc.
- Cooperates with the special services department in planning, as necessary, the instructional program for special education students.
- Supports the integration of technology in language arts instruction.

Professional Development

- Designs and implements professional development activities consistent with district goals and initiatives.
- Provides leadership to insure understanding of the educational objectives of the language arts program, and plans and administers in-service and professional development experiences accordingly.
- Accumulates and disseminates to building administration and instructional staff any information on new educational research and instruction.
- Coordinates the implementation of new programs / practices in language arts.

Administration

- Accepts from the Chief Academic Officer (CAO) such responsibilities as the CAO chooses to delegate, and assumes full responsibility for discharging them.
- Collaborates with the CAO and other district supervisors in the area of staff development, supervision, curriculum development and assessment.
- Attends meetings, prepares reports and position statements as requested by the CAO.
- 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 CAO.
- Assists in the determination of programs needed by the schools through careful evaluation and research and makes appropriate recommendations for changes.
- Assists in implementing the school public relations program particularly as it applies to keeping parents and the public informed about student performance.
- Exhibits leadership through involvement on appropriate committees within and between schools to promote Language Arts.
- Meets regularly with the CAO and level-alike administrators to keep them apprised of current issues.
- 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 in preparing the budget for K-5 language arts curriculum and instruction and professional development.

Relationship to the Principals

- Works with principals to coordinate and organize grade level, level alike and departmental meetings to influence meaningful articulation of the instructional program.
- Assists principals with data analysis to develop programs, set goals and support instruction.
- Participates in the screening and interviewing potential staff members.
- Assists the building administrators in developing budgets and purchasing instructional materials and equipment.
- Serves as a resource person in current research and practice in the language arts content area.

Additional Responsibilities:

- Performs such other tasks and assumes such other responsibilities as the Chief Academic Officer, 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: 
Assistant Superintendent for Personnel