

TITLE: SUPERVISOR OF INSTRUCTION (LITERACY)**QUALIFICATIONS:**

1. Valid New Jersey Supervisor or Principal Certificate
2. Minimum of five years of teaching experience
3. Demonstrated leadership in school improvement, program development and curriculum integration, and application of technology across the curriculum with an emphasis on literacy
4. Ability to plan, organize and administer a district-level professional development program
5. Strong leadership and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey approved residency waiver or candidate agrees to obtain residency within one year of employment
8. Reading Specialist Certification preferred

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL:

To provide leadership in the development, implementation, and coordination of the district's literacy curriculum.

PERFORMANCE RESPONSIBILITIES:Curriculum and Instruction

1. Works with principals, department heads, subject matter specialists, and teachers in developing the literacy curriculum and assists in formulating a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods, and programs, including tutoring and remedial instruction.
3. Provides leadership in developing the ELA instructional program and achieving the New Jersey Student Learning Standards and district goals and objectives.
4. Assists in implementing the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.

Meetings and committees

1. Schedules and organizes grade level and departmental meetings to effect horizontal and vertical continuity and articulation of the ELA instructional program of the schools.
2. Plans and presents a series of meetings each year to interpret to the board of education and the parents and public at large the ELA educational program of the schools.

Constructive Interaction with staff

1. Collaborates with the directors, principals, and staff in planning the instructional program and support services for special education pupils and other students with special needs, such as ELLs.
2. Meets regularly with the instructional administrative team members to maintain ongoing supervision of the coordination and implementation of the district curriculum.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff.

Information and resources

1. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Secures and makes samples of various instructional materials, textbooks, and curriculum guides available to the staff.
3. Coordinates the selection of textbooks and instructional materials that support the ELA curriculum and district goals. Recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching, and learning in literacy.

Other

1. Assists in recruiting, screening, hiring, training and assigning instructional personnel.
2. Assumes responsibility for reviewing and evaluating district-wide testing programs' results and other evaluative measures used by the schools.
3. Assists in developing and coordinating the budget sections that pertain to curriculum and instruction in the area of literacy.
4. Coordinates professional development to meet instructional needs as assigned.
5. Coordinates tutoring and remedial instruction as assigned.
6. Performs other duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education

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: Mendham Borough Board of Education

Date: October 18, 2022

Revised:

Legal References:

<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.A.C.</u> 18A:7F	Comprehensive Education Improvement and Financing Act
<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: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.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9B-11.6</u>	Supervisor
<u>N.J.A.C. 6A:9-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10 2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10 4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10 5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10 6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.