

Director of Curriculum, Instruction and Assessment (Pre-K – 8)

REPORTS TO: Superintendent of School

QUALIFICATIONS:

1. Valid New Jersey's School Administrator Standard Certificate or Certificate of Eligibility (CE)
2. Minimum of five years of successful classroom teaching experience
3. Demonstrated leadership in school improvement, program development, curriculum integration and application of technology across the curriculum
4. Experience in collaborating with staff to foster differentiated instruction through staff development and modeling
5. Knowledge of current trends and research-proven strategies in reading, language arts, mathematics, science, social studies, technology, integrated learning, assessments
6. Ability to plan, organize and administer a professional development program at the elementary level
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's Pre-K–8 curriculum

PERFORMANCE RESPONSIBILITIES

1. Assumes a leadership role in the development of the Pre-K through eight instructional program and achievement of the NJ Student Learning Standards and district goals
2. Provides leadership in the implementation of the district's professional development program for instructional staff
3. Collaborates with the administrative and teaching staff to achieve program effectiveness
4. Produces curriculum documents to be distributed to staff as required
5. Plans a series of meetings each year for the purpose of interpreting to the Board of Education, parents and public at large the educational program of the district's schools
6. Assists with the annual budget process as it relates to curriculum and instruction
7. Keeps abreast of, and interprets to the staff, the current research in relevant areas of curriculum development, teaching and learning

8. Studies, evaluates, and as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods, courses, programs, tools
9. Meets with teachers and support staff, principals, and district administrators for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum
10. Assists in organizing grade-level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools
11. Participates in the work of state and national curriculum study organizations and groups.
12. Plans and meets with members of the local community, county and state for the purpose of strengthening current methods and programs, as well as introducing new offerings to meet the needs of all our students
13. Conducts formal and informal classroom observations as requested by the building Principal, or Superintendent
14. Assists in the recruitment, screening, hiring and training of instructional staff
15. Enforces all board policies, administrative directions and state laws/regulations
16. Serves as a building administrator in the absence of a Principal
17. Performs such duties as may be assigned by the Superintendent