

East Newark Board of Education  
501 N. Third Street, East Newark, NJ 07029  
973.481.6800

**Title:** Supervisor of Curriculum and Instruction

**Qualifications:**

- Master degree in instruction or related field
- Supervisor certification
- Classroom teaching experience

**Key Competencies:**

- Leadership
- Organization and planning
- Written and verbal communication
- Problem solving
- Judgment and decision making
- Attention to details
- Flexibility and adaptability
- Initiative
- Reliability
- Teamwork

**Reports to:** C.S.A. (Chief School Administrator)

**Job Goal:** *To ensure that all students make annual academic progress as measured by state and LEA (Local Education Agency) assessments. To do this, the Supervisor of Curriculum and Instruction will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services. Under the direction of the C.S.A. the Supervisor will oversee all aspects of the school district's operations that affect student achievement.*

**Performance Responsibilities:**

- Develop and implement federal and state entitlement grants including but not limited to ESEA (sub grants) and IDEA
- Develop and implement the school district's technology plan
- Plan and implement all aspects of the district's instructional / technology integration
- Plan and create the instructional components of the school district calendar
- Supervise the administration and analysis of all LEA testing programs (I-Ready)
- Supervise and implement all school district instructional programs including; Title I, Before and After School, Summer School.
- Participate in the development of annual district goals as they relate to student achievement

- Analyze data from state assessments and present to the school board and staff as needed
- Represent the school district at meetings and conferences related to curriculum, instruction, technology and assessment
- Coordinate and supervise the school district's Intervention and Referral Services (I&RS)
- Supervise and coordinate the teacher evaluation system (Stronge)
- With the C.S.A. evaluate the school district's instructional staff
- Maintain an inventory of all district technology hardware and software and a long-range technology replacement plan
- Implement and oversee a five year textbook replacement plan
- Develop and implement the school district's annual professional development plan
- Support teachers as they write their individual professional development plan
- Approve lesson plans for all school district instructional programs
- Oversee the school district's data platform (PowerSchool) in regard to all aspects of teaching and instruction including but not limited to; enrollment, lesson plans, scheduling.
- Work with the C.S.A. to plan and implement the annual teacher orientation program
- With the C.S.A., identify topics for the semimonthly faculty meetings that support the school district's professional development plan
- With the C.S.A., identify topics for the bi-annual professional development days that support the school district's professional development plan
- Plan and coordinate the school district's *Back to School Night* and *Parent/ Teacher Conferences*
- Recommend a budget to the C.S.A. that address the educational / instructional needs of the district
- Regularly update the district's website regarding all instructional practices and activities
- Annually revise and align the district's curriculum to the NJSLs in preparation for board approval
- Address all QSAC DPRs pertaining to Instruction and Programs
- Serve on school district committees as assigned by the C.S.A.
- Assume school / district leadership responsibilities, especially when the C.S.A. is absent
- Keep the C.S.A. fully informed of significant matters pertaining to the administration of the school.
- Perform any other duties assigned by the C.S.A.