

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Supervisor of Educational Programs
Reports To: Director of Educational Programs and Student Support Services
Contract Terms: 12 month Individual Contract, Benefits Eligible

Qualifications:

- Valid NJDOE Supervisor Certification
- Experience as Teacher Leader or Coach
- Minimum five years of successful teaching experience in a grade K - 8 setting.
- Demonstrated in-depth knowledge of research-based best practices.
- Demonstrated leadership in school improvement, program development, program evaluation, curriculum integration, and application of technology across the curriculum
- Masters' Degree in Education, preferred.
- Strong interpersonal and communication skills

Reports To: Director of Educational Programs and Student Support Services

Job Goal: To provide leadership in the development, implementation and coordination of the district's Preschool through grade 8 instructional program.

Essential Duties and Responsibilities:

- Supports the planning, development, organization, management, direction, and implementation of intervention supports as part of the I&RS process and Instructional Support program.
- Work cooperatively and collectively with Principals, staff and other supervisors to ensure that all curriculum programs and services are coordinated in the schools and are administered uniformly and equitably.
- Oversees the development and timely revision of district curriculum aligned with state regulations
- Develops and maintains a system for monitoring student progress data, including school wide diagnostic screening, and other data focused on improving student progress
- Keeps current with state regulations pertaining to the observation and evaluation of teaching staff and collaborates with administrative staff in developing and implementing a school process of teacher observation and evaluation in accordance with AchieveNJ
- Plays a key role in the development of a program of professional development for staff, and school improvement
- Studies, evaluates, and recommends instructional materials, teaching methods, programs, evaluations, and data monitoring methods to the district administration.

- Provides leadership in the development of the K-8 instructional program, specifically methods of teaching, for all areas of the curriculum
- Assists in the development and implementation of the school's professional development program for the instructional staff, including collaboration for network-wide professional development
- Creates and shares content area or grade level resources to assist with the delivery of instruction
- Conducts classroom observations and provides supervision/evaluation of teachers as assigned by the Director of Educational Programs and Student Support Services
- Assists in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on curriculum and instruction
- Assumes responsibility for reviewing and evaluating results of school-wide testing programs and for other evaluative measures used by the school
- Assists in the coordination and oversight of District Testing
- Performs other related duties as assigned by the Director of Educational Programs and Student Support Services

Evaluations:

- Performance of this job will be evaluated annual in accordance with state law and the provisions of the Board's policy on evaluation of certified personnel.

Board of Education Approved: January 3, 2023