

**Job Description  
BOARD OF EDUCATION  
DENVILLE**

**TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION**

- QUALIFICATIONS:**
- 1. Valid New Jersey School Administrator Certificate (Standard or Certificate of Eligibility) and Standard Principal Certificate**
  - 2. Minimum three years of classroom experience, as well as administrative experience**
  - 3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum**
  - 4. Ability to plan, organize and administer a district-level professional development program**
  - 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

**REPORTS TO: Superintendent of Schools**

**SUPERVISES: Administrative and Instructional staff as assigned by the Superintendent**

**JOB GOAL: To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate, and evaluate all instructional programs and school district operations.**

**PERFORMANCE RESPONSIBILITIES:**

- 1. Assists the superintendent in supervising the district's instructional programs.**
- 2. Assumes responsibility for administering the district in the absence of the superintendent.**
- 3. Assists in the development and coordination of the district instructional and ~~non-~~instructional budget.**
- 4. Establishes necessary procedures for referral and cooperative planning with other children's service agencies.**
- 5. In coordination with the superintendent, maintains liaison with professional, civic, volunteer and community agencies and groups having an interest in the schools.**
- 6. Evaluates the performance of administrative and supervisory personnel in accordance with law, code, and board policy.**

- 7. Works with other administrators in preparing their annual budgets.**
- 8. Works with principals, department heads, subject matter specialists and teachers in developing the total school curriculum, including district technology programs, and assists in the formulation of a philosophy and objectives for the instructional plan.**
- 9. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs, and recommends the purchase of needed hardware and software in keeping with the curriculum cycle.**
- 10. Provides leadership in the development and implementation of the K-8 instructional program including needed technology, and achievement of state core curriculum content standards and district goals and objectives.**
- 11. Assists in the planning and implementation of the district's in-service education program including technology for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities.**
- 12. Participates in the work of state and national curriculum study organizations and groups.**
- 13. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.**
- 14. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.**
- 15. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the schools.**
- 16. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.**
- 17. 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.**
- 18. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.**
- 19. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees, contributes to the technology plan and recommends selected materials to the superintendent for adoption by the board of education.**

20. Keeps abreast of and interprets current research for staff, in the area of curriculum development, teaching, and learning.
21. Cooperates with the school counseling services director, principals, and staff in planning the instructional program and support services for special education pupils and other students with special needs.
22. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
23. Conducts classroom observations and provides supervision/evaluation of teachers in coordination with building administration.
24. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel and the mentoring of new certificated staff.
25. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
26. Supports grant writing regarding specific curriculum goals and objectives.
27. Serves as acting principal in the principal's absence as needed in the district.
28. Attends Board meetings and prepares such reports for the Board as requested by the Superintendent.
29. Prepares state reports as required.
30. Maintains articulation among all schools in the district, with the regional high school, and with other sending districts.
31. Assists in development and co-ordination of the sections of the budget that pertain to curriculum and instruction.
32. 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

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

**APPROVED:** February 24, 2014