

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

CENTRAL OFFICE ADMINISTRATION

**DIRECTOR OF CURRICULUM, INSTRUCTION, STUDENT DATA, STATE
REPORTING, AND STRATEGIC PLANNING**

GENERAL RESPONSIBILITIES: To serve as the lead administrator for curriculum, assessment, classroom-based technology implementation, student data analysis, state reporting, and public relations, reporting directly with the Superintendent of Schools regarding the development, implementation and coordination of the district's 9-12 instructional program, implementation of the RFH Board Approved Strategic Plan and the communication of that program and plan to staff and to the RFH School Community at large.

QUALIFICATIONS:

1. Valid New Jersey Administrative Certificate with Principal Endorsements
2. Master's Degree from an accredited institution of higher learning and all other requirements per the Regulations of the New Jersey Department of Education
3. Minimum of five (5) years of teaching experience
4. Required criminal history background check and proof of United States citizenship
5. Demonstrated experience and expertise with educational technology

REPORTS TO: Superintendent of Schools

SUPERVISES: Academic Supervisors, Teachers, and other personnel as assigned by the Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

- A. Staff Supervision
- B. New Teacher Orientation
- C. Student Teaching and Mentoring
- D. Professional Development
- E. Teacher Evaluation
- F. Curriculum Development and Coordination Grades 9-12

- G. Articulation with Pre-K-8 sending districts
- H. Student Data and Progress Monitoring
- I. State Reporting
- J. Implementation of the RFH Board Approved Strategic Plan (in concert with the Superintendent of Schools and RFH Administrative Team
- K. Public Relations in concert with School Superintendent

PERFORMANCE DUTIES:

1. Liaison to K-8 Sending Schools in order to coordinate Articulation with Rumson Borough Public Schools and Fair Haven Public Schools with respect to curriculum review and development, professional development, and the selection of textbooks and instruction materials when applicable.
2. Demonstrate leadership in assessing needs, planning, administering and evaluating a multifaceted professional development program for both the administrative and instructional staff of the Rumson-Fair Haven Regional High School District.
3. Coordinate Professional Development Programs, both in and out of District, including student teaching, new teacher orientation, novice teacher training and mentoring, and related initiatives and programs.
4. Perform observations and evaluations of supervisory staff, teaching staff members and other personnel as directed by the Superintendent of Schools.
5. Coordinate with Director of Technology to administer all aspects of student data and state reporting included but not limited to NJ SMART Submissions, Title I Grants, NJ QSAC and other required State Reporting as assigned by the Superintendent of Schools.
6. Communicate Student Data and curricular requirements to the RFH Board of Education, Parent Community, and Staff of the Rumson-Fair Haven regional High School District.
7. Work with building administrators and faculty in organizing and coordinating appropriate grade-level and department meetings as well as special committees, in order to effect horizontal and vertical continuity and articulation of the instructional program (9-12) throughout the District.
8. Schedule, plan, and execute monthly meetings with both RFH BOE Education Sub-Committee and with the RFH BOE Activities and Athletics Sub-Committee in conjunction with the RFH Vice-Principal for Athletics and Activities, with input from the Superintendent of Schools.
9. Keep informed of developments in curricula and demonstrate leadership implementing appropriate instructional materials, strategies and programs in the

- District, including recommending to the Superintendent the addition of new courses.
10. Interpret curricular changes to the Board of Education, the administration, the staff and the general public.
 11. Implement, schedule, supervise and provide appropriate professional development for all aspects of the RFH Strategic Plan, in concert with the Superintendent of Schools and RFH Administrative Team, and with input from the RFH Board of Education.
 12. Ensure that all District curricula have been approved by the Board of Education in accordance with NJ State regulations and District needs.
 13. Collaborate with the Superintendent, School Business Administrator, building administrators, and supervisors in the development and coordination of the selections of the budget that pertain to personnel, curriculum and instruction.
 14. Assist with building-based master schedule development and student schedules in collaboration with Guidance staff.
 15. Assist with Administrative Coverage, student supervision, safety drills, fire drills, morning entry, student dismissal, etc. as needed.
 16. Collaborate with the Superintendent, School Business Administrator, building administrators, and supervisors in the development and coordination of a robust and informative District presence on Social Media.
 17. As the Supervisor of Testing, Data and Reporting for the District, coordinate and implement the District's efforts to ensure compliance with Federal and State requirements for State testing, data analysis, and reporting.
 18. Review curriculum guides, standardized tests, extracurricular, scholarship and athletic programs to assure equal opportunity non-discriminatory practices.
 19. Participate in professional development activities to keep abreast of current issues, relevant state and federal laws, and effective curricular strategies.
 20. Facilitate the completion of the District's requirements for State Reporting.
 21. Coordinate with the Superintendent, School Business Administrator, building administrators, and supervisors in preparations for QSAC and Strategic Planning, as needed.

PROFESSIONAL IMPROVEMENT:

Participate in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures and budget allocations.

OTHER DUTIES ASSIGNED:

Perform all other tasks and assumes such other duties as designated by the Superintendent or designee(s).

TERMS OF EMPLOYMENT:

Twelve-month year. Non-bargaining-unit position. Salary and other terms and conditions of employment established by the Rumson-Fair Haven Board of Education upon recommendation of the Superintendent of Schools.

EVALUATION: Performance of the position will be evaluated in accordance with State law and the regulations of the New Jersey Department of Education.

APPROVED BY RFH BOARD OF EDUCATION: March 28, 2022