

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

ADMINISTRATION

**SUPERVISOR OF INSTRUCTION
ENGLISH LANGUAGE ARTS – SOCIAL STUDIES**

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate or eligibility.
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communications skills.
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

GENERAL RESPONSIBILITIES: Manages instructional program, supervises and evaluates teachers of the World Language, Fine & Performing Arts, and Physical Education departments, and coordinates activities related to professional development.

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate or eligibility
2. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Superintendent or designee

RESPONSIBILITIES:

1. Observe, supervise, and evaluate assigned teachers and ensure compliance with applicable policies and regulations regarding teacher observations, evaluations, student achievement, and professional development plans.
2. Coordinate the planning, development, implementation, and evaluation of the instructional programs, and supervise the writing of curriculum in the department(s) to which assigned.
3. Contribute to the district's professional development program by assessing and identifying professional development needs of teachers and staff members and opportunities to learn.
4. Contribute to the district's communication plan by providing information about the departments' activities and successes on a regular basis.
5. Contribute to the recruiting, interviewing and recommending of new staff members in accordance with established procedures and guidelines.
6. Conduct an annual review of the departments' curriculum and submit, prior to June 1st, a year-end report concerning the progress, long-range plans, and needs of the department to the Superintendent.
7. Submit formal observation/evaluation reports as well as complimentary and/or disciplinary memos to the Superintendent for placement in the employees' personnel file and maintain a file of all Professional Development Plans and Student Growth Objectives.
8. Review/evaluate teachers' lesson plans regularly in order to monitor delivery of curriculum and alignment with standards.
9. Ensure that course proficiency statements are distributed to students the first day of class and that curriculum guides are issued, accounted for, and followed by assigned teachers.
10. Teach classes as assigned.
11. Arrange for the selection of appropriate instructional equipment and materials and submit adoption forms for new texts.
12. Schedule, plan, and conduct monthly department meetings in accordance with a published schedule.
13. Present reports periodically to the Superintendent/Board of Education concerning program status, developments, and/or improvements.

14. Keep abreast of current research through professional journals and attendance at conferences, seminars, workshops, or meetings designed to improve curriculum and/or instruction. Participate in local and statewide meetings and committees as directed by the superintendent or his/her designee.
15. Encourage and promote implementation and evaluation of innovative educational strategies and assist teachers in enhancing the educational program.
16. Submit, after consultation with members of the department, a proposed departmental budget to the Superintendent. Initiate requisitions for purchases of departmental supplies, equipment, or services, maintain records of all purchases and sign vouchers acknowledging receipt of goods ordered.
17. Maintain an inventory of textbooks and equipment in the department(s) to which assigned and provide for the distribution, collection, and storage of textbooks and equipment.
18. Provide leadership and coordination for library services.
19. Provide leadership and coordination for Financial Literacy programs.
20. Provide leadership and coordination for Title I funded programs and state testing in conjunction with other supervisors.
21. Perform other appropriate tasks as assigned by the Superintendent in accordance with the provisions of Board adopted policies.

TERMS OF EMPLOYMENT: 12-MONTHS – ALIGNED. Salary to be established per the Collective Bargaining Agreement between the Rumson-Fair Haven Board of Education and the Rumson-Fair Haven Administrative and Supervisory Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of certificated staff.

APPROVED BY RUMSON-FAIR HAVEN BOARD OF EDUCATION:
March 8, 2022