

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

DISTRICT SUPERVISOR OF ELEMENTARY EDUCATION – GRADES K-4

QUALIFICATIONS:

1. Supervisory Certification (minimum requirement)
2. MA in Administration (preferred)

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: K-4 Assigned Instruction Staff

JOB GOAL:

To provide administrative supervision of curriculum and instruction (in assigned areas).

PERFORMANCE RESPONSIBILITIES:

1. Supervises the district's mathematics, language arts literacy, science, social studies, visual/performing arts, and technology curriculum at the K-4 level.
2. Supervises the necessary K-4 curricular revisions to maintain state and national compliance.
3. Supervises K-4 textbook (curricular resource) review and adoption.
4. Assists the Director of Curriculum and Instruction with yearly Grade K-12 budget development (pertinent to assigned curricular areas).
5. Assists the Director of Curriculum and Instruction with Basic Skills, Gifted and Talented, NCLB (Title I), and Kindergarten initiatives.
6. Provides leadership and professional direction for K-4 administrative and instructional staff (where necessary).
7. Works collaboratively with the elementary administrators to maintain/implement continuity of instruction.
8. Attends necessary meetings (in and out of the district) pertinent to job description.
9. Coordinates the criteria/placement of students (where necessary) pertinent to job description.
10. Designs/administers district-wide benchmark assessments (at the K-4 level).
11. Analyzes test scores (local and state) to drive instructional/curricular decisions.
12. Meets with assigned elementary staff on a regular basis to promote grade level/departmental/district- wide horizontal and vertical articulation.
13. Works collaboratively with the District Supervisors – Grades 5-12 and District Supervisor of Special Education to ensure successful curricular/instructional transition into middle school.
14. Observes assigned instructional K-4 staff using the district-approved evaluation model.
15. Assists in the interview process/selection of new K-4 staff (using district's hiring process).

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16. Researches and shares current trends and/or state department regulations pertinent to job description.
17. Maintains accurate records of individual Professional Development Plan (PDP).
18. Provides professional development (where applicable) to assigned staff.
19. Updates the Director of Curriculum and Instruction on a regular basis (regarding assigned responsibilities).
20. Responsible for any other Grade K-4 supervisory responsibilities as assigned by the Director of Curriculum and Instruction and/or Superintendent of Schools.

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, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.S.A. 18A:37-2 Discipline of pupils
- N.J.A.C. 6:3-3.1 et seq. Condition for employment of teachers
- N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-5.1 et seq. Seniority
- N.J.A.C. 6:8 Through and efficient system of free public schools
- N.J.A.C. 6:11-3.1 Certificate required
- N.J.A.C. 6:11-3.9 Oath of allegiance required
- N.J.A.C. 6:11-3.10 Citizenship required

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N.J.A.C. 6:11-5 Requirements for instructional certificate
N.J.A.C. 6:11-6 Endorsements on the instructional certificate
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
*N.J.A.C. 6A:24 Education reform in the Abbott districts
See particularly:
N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

*applies to Abbott districts only