

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

DISTRICT SUPERVISOR OF MATHEMATICS – GRADES 5-12

QUALIFICATIONS:

1. Supervisory Certification (minimum requirement)
2. MA in Administration (preferred)
3. Successful classroom teaching experience.

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: 5-12 Assigned Subject Area Staff

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Supervises the district's curriculum and instruction at the Grade 5-12 level in the areas of Mathematics, World Language, and Business.
2. Supervises the necessary Grade 5-12 curricular revisions to maintain state and national compliance.
3. Supervises Grade 5-12 textbook (curricular resources) review and adoption.
4. Assists the Director of Curriculum and Instruction with yearly K-12 budget development (pertinent to assigned curricular areas).
5. Provides leadership and professional direction for Grades 5-12 administrative and instructional staff (where necessary).
6. Works collaboratively with Grades 5-12 building administration to maintain/implement continuity of instruction.
7. Attends necessary meetings (in and out of the district) pertinent to job description.
8. Works collaboratively with high school administration and guidance department when developing course criteria, writing course descriptions, and upcoming school year staffing.
9. Coordinates the criteria/placement of Grades 5-12 students (where necessary) pertinent to job description.
10. Designs/administers district-wide Benchmark assessments at the 5-12 level.
11. Analyzes test scores (local and state) to drive instructional/curricular decisions.
12. Meets with assigned subject area Grade 5-12 staff on a regular basis to promote departmental/district- wide horizontal and vertical articulation.
13. Works collaboratively with other administrative staff to ensure successful horizontal and vertical alignment of curriculum.
14. Observes assigned instructional Grade 5-12 staff using the district-approved evaluation model.

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15. Assists in the interview process/selection of new Grade 5-12 staff using district's hiring process.
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. Reviews and approves Student Growth Objectives (SGOs) for assigned staff.
19. Provides professional development where applicable to assigned staff.
20. Updates the Director of Curriculum and Instruction on a regular basis regarding assigned responsibilities.
21. Responsible for any other Grade 5-12 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

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- N.J.A.C. 6:11-3.9 Oath of allegiance required
 - N.J.A.C. 6:11-3.10 Citizenship required
 - 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