

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

DISTRICT SUPERVISOR

QUALIFICATIONS

1. Supervisory Certificate.
2. Five years of teaching experience.
3. Leadership, organization, instructional and management skills.
4. Understanding of the evaluation process.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Superintendent.

JOB GOAL

To provide leadership and supervision in the district; to coordinate curricula development in assigned areas, and to serve as an advisor to the building principal and Superintendent, all toward the end of providing each student the maximum benefit from the educational program.

PERFORMANCE RESPONSIBILITIES

1. Evaluate district personnel, as assigned, in the performance of their classroom and school duties as prescribed in administrative code.
2. Provide assistance to district personnel, as assigned, in the performance of classroom and school duties.
3. Assist the teachers and principal in developing Individual Professional Improvement Plans.
4. Work with staff and administration to establish courses of study, district curriculum objectives, course objectives, and grade level objectives; develop a plan for the implementation and evaluation of each course of study.
5. Serve as a consultant to staffs of all schools in the district.
6. Conduct meetings and provide a synopsis of major considerations.
7. Maintain current expertise in areas of responsibility.
8. Maintain evaluation of current programs.
9. Assist in organizing, developing, and executing district in-service programs.
10. Serve on committees as directed.
11. Create budgetary requests for principals and manage expenditures of budget once approved.
12. Assume responsibility for inventory of equipment and materials.
13. Assist in grant applications.

14. Assist in the recruitment, screening, hiring, assigning, orientation, and training of district personnel.
15. Accept invitations to address PTA and civic groups on school and district affairs.
16. Assume other assignments as directed.
17. Carries out special functions, projects or assignments as directed by the Superintendent or designee.
18. Assumes responsibility for his/her own professional growth and development through membership and participation in the office of professional organizations.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Superintendent in accordance with the provisions of Board of Education policy.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **May 24, 2012**
AMENDED: