

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

**JOB DESCRIPTION
DIRECTOR OF CURRICULUM**

QUALIFICATIONS

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Minimum experience as determined by the board.
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
4. Ability to plan, organize and administer a district-level professional development program.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Superintendent.

SUPERVISES

Instructional staff as assigned.

JOB GOAL

To provide leadership in the development, implementation, coordination, and analysis of the district's curriculum.

PERFORMANCE RESPONSIBILITIES

1. Works with administrators, coordinators, and teachers in developing and implementing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Researches, evaluates, and recommends the adoption of new instructional materials, methods and programs to the principal and superintendent.
3. Provides leadership in the development of instructional programs and achievement of state core curriculum content standards and district goals and objectives.
4. Provides leadership in the development and implementation of the district's Professional Development Plan including the planning for the district's in-service and training programs for the instructional staff. Recommends and evaluates training resources and professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum guides or directories to be distributed to the staff as required.
8. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.

9. Presents and interprets the educational program of the district for the faculty, Board of Education, parents, and public.
10. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
11. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
12. Coordinates the selection of textbooks and instructional materials throughout the district and recommends those selected to the superintendent for adoption by the Board of Education.
13. Keeps abreast of and interprets the current research in the area of curriculum development, teaching and learning to the staff.
14. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
15. Meets on a regular basis with all department coordinators and guidance counselors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
16. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by the principal or superintendent.
17. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
18. Assists in recruiting, hiring, training and assigning of instructional personnel.
19. Assumes responsibility for reviewing and evaluating results of school-wide testing programs, and for other evaluative measures used by the school.
20. Performs other duties as may be assigned by the principal or superintendent.

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 and the provisions of the board's policy on evaluation of certified personnel.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	May 8, 2008
AMENDED:	February 12, 2009
AMENDED:	June 26, 2014
AMENDED:	May 25, 2017

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:7F	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u>	18A:25-2	Authority over pupils
<u>N.J.S.A.</u>	18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u>	18A:26-2	Certificates required; exception
<u>N.J.S.A.</u>	18A:27	Employment and contracts
<u>N.J.S.A.</u>	18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u>	18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u>	18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u>	18A:37	Discipline of pupils
<u>N.J.A.C.</u>	6:3-4.1	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u>	6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u>	6A:8	Standards and assessment
<u>N.J.A.C.</u>	6A:9	Professional licensure and standards
<u>See particularly:</u>		
<u>N.J.A.C.</u>	6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u>	6A:9-5	General certification policies
<u>N.J.A.C.</u>	6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9-9	Instructional certificates
<u>N.J.A.C.</u>	6A:9-12.3	Authorization
<u>N.J.A.C.</u>	6A:9-12.6	Supervisor
<u>N.J.A.C.</u>	6A:9-14	Acting administrators
<u>N.J.A.C.</u>	6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u>	6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u>	6A:14	Special education
<u>N.J.A.C.</u>	6A:16	Programs to support student development
<u>N.J.A.C.</u>	6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u>	6A:30	Evaluation of the performance of school districts

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

Manual for the Evaluation of Local School Districts (Revised September 2002)

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