

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

ASSISTANT SUPERINTENDENTS
1402 Assistant Superintendent for
Curriculum & Instruction
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REVISED

JOB TITLE: ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

REPORTS TO: State District Superintendent

SUPERVISES: Directors, Curriculum Supervisors, Coordinators and other such staff members as the Superintendent may designate.

NATURE AND SCOPE OF JOB:

The Assistant Superintendent for Curriculum & Instruction shall oversee, coordinate and supervise assessment and standardized testing; curriculum planning, implementation, and evaluation; program development and evaluation; career and vocational education; and professional development. In addition, he/she shall assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the highest quality educational programs and services.

QUALIFICATIONS:

The Assistant Superintendent for Curriculum & Instruction shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Have a Master's Degree or higher from an accredited college or university.
3. Have at least five (5) years experience as a teacher and/or counselor and at least (5) years as a building principal and/or supervisor/administrator.
4. Knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
6. Demonstrate integrity and good moral character and initiative.
7. Hold a valid driver's license with no serious violations. (Optional)

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8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary, multilingual preferred.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Official transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

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EMPLOYMENT TERMS:

The Assistant Superintendent for Curriculum & Instruction shall be employed in accordance with an individual contract negotiated with the Board of Education at employment at intervals specified by law and administrative code.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Superintendent for Curriculum & Instruction shall:

1. Serve as a contributing member of the District's Leadership Team and collaborate with the other functional units (i.e., Academic Support Programs and Early Childhood Education, Community Services, Personnel Services, Pupil Personnel Services, and Operations) on district initiatives and problems;
2. Provide leadership, support, and technical assistance to district and school staff relative to assessment, curriculum, instructional methodology, and the integration of technology;
3. Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned department(s) and schools;
4. Provide educational leadership, administrative direction, supervision, and technical assistance and support to department and district staff;
5. Disseminate and interpret policies, regulations, procedures, and other important information to staff within the assigned department(s) and schools;
6. Establish open communications and serve as the liaison between community agencies, district administrators, department staff, and assigned schools;
7. Establish an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum, and a schedule for curriculum planning, implementation, and evaluation;
8. Coordinate and supervise curriculum planning, implementation, and evaluation activities within the established schedule;
9. Establish procedures for the evaluation and selection of instructional resources (i.e., textbook, supplies, and equipment);
10. Coordinate the development of departmental objectives, curriculum documents, performance benchmarks, timelines, and reports;

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11. Coordinate planning and development of academy, magnet, and other innovative programs by curriculum directors, supervisors, and teachers;
12. In collaboration with the other members of the administrative and supervisory staff, conduct classroom visitations to assess program implementation, instructional effectiveness, and student participation and performance;
13. Organize and administer the standardized testing program and other assessment activities to evaluate student progress and program effectiveness;
14. Coordinate the reporting of student performance, including, but not limited to: progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public;
15. Develop and implement a professional development plan to provide appropriate orientation, pre-service training, in-service training, and other professional growth opportunities for staff;
16. Maintain a district schedule for grade level articulation meetings, program assessment, curriculum development, and professional development activities to guide staff and avoid conflicts with other initiatives;
17. Supervise department staff and assigned school administrators relative to the duties and responsibilities outlined in the respective job description, including but not limited to: budget development and management, facility appearance, maintenance, and utilization, program implementation and effectiveness, staff, community, and parent involvement, labor relations, and staff and student performance;
18. Submit grant applications, program plans, corrective action plans, and staff performance reports on time and in accordance with statute, regulation and board policy;
19. Recognize student and staff activities, achievements, and accomplishments;
20. Oversee compliance with federal, state, county, and local program regulations in the areas of curriculum, instruction, and program;
21. Recommend additions and/or revisions in policy, regulations, and procedures to the Superintendent for review and/or Board of Education adoption;
22. Present department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large;
23. Maintain a positive, collaborative working relationship with students, parents, district and school staff, and community agencies;
24. Continue to grow professionally through research, graduate studies, and collaboration with colleagues; and
25. Oversee compliance with federal, state, county and local program regulations, to collect

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and report required data, and to insure that applications, reports, evaluations, etc. are submitted in a timely fashion.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The State District Superintendent or his/her designee shall evaluate the Assistant Superintendent for Curriculum & Instruction in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Approved

Date
