



## HADDONFIELD BOARD OF EDUCATION

95 Grove Street  
Haddonfield, New Jersey 08033

### Job Description

POSITION: Content Area Supervisors: English, Language Arts, and Social Studies

QUALIFICATIONS:

- A. New Jersey standard administrative certificate as a Principal or Supervisor.
- B. Multi-year successful continuous teaching experience in English, Language Arts or Social Studies
- C. Successful educational supervisory experience preferred.
- D. Demonstrate ability to communicate and work collaboratively and effectively with staff, students, parents, and other school district constituencies.

PRIMARY FUNCTION:

The Supervisor will provide leadership for the assigned content area(s), consistent with the educational goals and objectives of the district, to carry out planning and development for curriculum, instruction, assessment, program supervision, and the evaluation of instructional staff. The Supervisor will provide oversight for developmentally appropriate programs in assigned subject area(s) and promote personal growth in teaching environments. Responsible for establishing effective relationships with students, parents/guardians, staff, and community members to enhance learning opportunities.

REPORTS TO: Assistant Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Supervision and Evaluation of Personnel
  - a. Supervise and evaluate teaching staff members as assigned per the district's supervision and evaluation process.
  - b. Collaborate with content area administrators and principals on supervising and evaluating teaching staff members.
  - c. Collaborate with principals and content administrators in assessing and recommending candidates for staff vacancies.
  - d. Identify and provide certificated staff with support across the domains of effective instruction.
  - e. Assume responsibility for Supervisor's own professional development.
  - f. Be available for administrative duties, e.g. emergency building coverage.
  - g. Ensure that instruction follows the curriculum and that students achieve essential curricular outcomes.
  - h. Ensure that appropriate instructional strategies are implemented and utilized effectively by teachers.

B. Curricular Program

a. Program Evaluation

- i. Establish and maintain an educational program consistent with curriculum standards adopted by the District. Coordinate the program across various levels, grades, teachers, and other subject areas.
- ii. Collaborate with the principals and Assistant Superintendent relative to proposed changes in instructional programs. Evaluate proposed program changes for congruence with State and District standards.

b. Curriculum Coordination

- i. Develop and coordinate curriculum to establish continuity, consistency, and appropriateness for achieving district educational goals and objectives.
- ii. Lead subject area work consistent with district goals.
- iii. Collaborate with principals and central office administrators in investigating, developing, and recommending new programs.
- iv. Assist in developing and analyzing data and reports related to district and state-mandated student assessment programs.
- v. Articulate the scope and sequence of curriculum between grade levels.
- vi. Collaborate on budget development with principals and central office administration as needed.

c. Additional Responsibilities

- i. Work with the Assistant Superintendent as a member of the Local Professional Development Committee in planning and providing staff professional development opportunities for teachers and support staff.
- ii. Coordinate and ensure the selection and ordering of instructional resources for the subject areas assigned.
- iii. Assist in the recruitment and selection of teachers.
- iv. Act as a liaison to other subject areas and the administration.
- v. Attend Board of Education meetings and make reports to the Board of Education as directed by the Superintendent.
- vi. Distributed within the position are the administration and regulatory requirements of key programs, including, but not limited to English Language Learners, Homeless, HIB, and State Testing.

d. Perform other duties as may be assigned.

TERMS OF EMPLOYMENT: Twelve-month position. Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full-time employees per the negotiated contract.

BOE Approved Date: March 23, 2023

BOE Review Date: