# NUTLEY PUBLIC SCHOOLS Nutley, NJ 07110

### TITLE:

## DIRECTOR OF CURRICULUM AND INSTRUCTION

- QUALIFICATIONS: 1. Master's Degree and a minimum of ten years experience in education.
  - 2. Strong background as evidenced by course work and/or experience in curriculum and/or curriculum development.
  - 3. Knowledge of state testing guidelines and requirements.
  - 4. Graduate work in any or all of the following:
    - a. Elementary Education
    - b. Curriculum
    - c. Reading, Language Arts and/or Math
  - 5. Possess a School Administrator Certificate.
  - 6. Effective leadership, organizational and communication skills.

### **REPORTS TO:**

Superintendent of Schools

## **DUTIES AND RESPONSIBILITIES:**

- Supervise and coordinate the conception, implementation, revision, and review of the 1. district curriculum so that it is compliant with DOE CCC Standards and timeframes.
- 2. Correlate and integrate interdisciplinary and twenty-first century skills.
- 3. Confer regularly with principals regarding all phases of the instructional programs.
- 4. Supervise the planning and development of procedures for review and evaluation of materials in use i.e., texts, supplementary materials and equipment.
- 5. Arrange for and/or conduct ongoing staff development for teachers to facilitate the new curriculum, including orientation for new teachers.
- 6. Be available for demonstration lessons.
- 7. Provide staff members with current information with regard to educational research on curriculum development and student achievement.
- 8. Maintain a current inventory of relevant instructional materials and equipment available in the schools.
- 9. Consult with teachers and administrators regarding instructional materials and the curriculum.
- Assumes the responsibility for administering the district in the absence of the 10. superintendent of schools.

- 11. Plans and administers an efficient system for recruitment, hiring, induction, training, supervision and evaluation of all assigned personnel.
- 12. Consult with the principal and coordinators in order to maintain continuity in the curriculum from the elementary and junior school to the secondary level.
- 13. Meet with sales representatives regarding new materials.
- 14. Serve as resource person for the central office administration.
- 15. Organize all committee meetings which deal with selection or change of appropriate textbooks in the district.
- 16. Confer with the district's NCLB and IDEA Coordinators and Director of Special Services regarding any programs which affect basic instruction.
- 17. Correlate and integrate the various subject areas, where possible.
- 18. Prepare an annual report for the Superintendent covering the growth and aims of the district curriculum.
- 19. Assists in the maintenance planning and selection of computer equipment and related instructional technology.
- 20. Attend board of education meetings and prepare reports for the board as the superintendent may request.
- 21. Be available to meet with parent groups to discuss the various areas of the curriculum.
- 22. Directs and coordinates the District and State Testing Program.
- 23. Directs and coordinates formative and summative assessments and interpretation of data.
- 24. Use data to inform instructional practices and assist with interpretation of achievement test statistics and NCLB benchmarks.
- 25. Oversees and coordinates the Gifted and Talented Program.
- 26. Oversees and coordinates the Basic Skills Program.
- 27. Coordinates elementary counseling programs.
- 28. Coordinates elementary library/media programs.
- 29. Section 504 Coordinator.
- 30. Administrative Liaison to the Board's Policy Committee.
- 31. Perform other duties and special assignments consistent with this position as delegated by the Superintendent.