

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: District Level Subject Supervisor

Organizational Relationships: Evaluated by the building principals, assistant principal (s), and other appropriately certificated administrators/supervisors as designated by the superintendent of schools. The principal shall be the primary evaluator.

Job Goal: Provide leadership, coordination, and innovation in the assigned curricular area.

Major Responsibilities:

1. Assist in the establishment of curriculum objectives and standards for the department district-wide.
2. Develop a program for the implementation and evaluation of these objectives and standards.
3. Conduct departmental meetings as necessary.
4. Assist department teachers in the handling of day-to-day problems of instruction.
5. Act as a resource person for department teachers district-wide on curriculum questions.
6. Manage and evaluate the department supplies, textbooks, equipment, and supplementary materials.
7. Maintain an up-to-date inventory of department materials.
8. Advise each principal on the departmental budget.
9. Advise the principal on the placement and scheduling of department teachers.
10. Evaluate teacher performance and make recommendations to each principal regarding department personnel consistent with Board policy and administrative regulations.
11. Observe and evaluate department personnel in accordance with Board policy and regulations.
12. Collect and maintain a file of daily lesson plans to ensure adherence to curriculum pacing guides and alignment to the approved curriculum.
13. Assist in orientation and in-service training programs for department personnel.
14. Assist in the recruitment, screening, and hiring of district-wide department personnel.
15. Assist the principal in interpreting general grading and promotional decisions.
16. Attend relevant school, district, and professional meetings.
17. Meet with other subject supervisors to promote interdisciplinary programs and to ensure collaboration.
18. Assist in identifying and utilizing community resources for the department program.
19. Keep informed on educational innovations and trends as they relate to department concerns.
20. Perform other duties which may be within the scope of his/her employment and certificate(s) as may be assigned by the administrators/supervisors under the authority of the Board of Education.

21. Communicate school and district initiatives to Department members, in collaboration with administrators.

Illustration of Key Duties: See Criteria for Evaluation of Subject Supervisors.

Qualifications:

1. A Master's degree from an accredited college or university.
2. New Jersey Teacher's Certificate in subject area to be supervised.
3. New Jersey Principal's or Supervisor's Certificate or eligible for the same.
4. Such additions to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employment: Ten-, eleven-, or twelve-month Contract in accordance with contractual arrangement as approved by the Board of Education.

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

References: Article VIII, Section IV, Paragraph I, New Jersey Constitution, N.J.S.A. 18A 11-1 27-4, N.J.A.C. 6:3-1.21

Job Description:

1. Curriculum Development and Oversight: Develop and oversee the implementation of a comprehensive curriculum for the assigned subject(s), ensuring alignment with state and national standards, statute and resources. Collaborate with teachers and administrators to review and update curriculum materials regularly. Collect and maintain a file of daily lesson plans to ensure adherence to curriculum pacing guides and alignment to the approved curriculum.
2. Instructional Support: Provide guidance, resources, and support to teachers in the assigned subject(s) to enhance their instructional practices and improve student learning outcomes. Offer professional development opportunities and coaching to enhance subject-specific pedagogy. Collect and maintain a file of daily lesson plans to ensure adherence to curriculum pacing guides and alignment to the approved curriculum.
3. Assessment: Develop and implement assessment tools and procedures to evaluate student performance and assess the effectiveness of instructional practices. Analyze data and provide feedback to teachers, administrators, and other stakeholders to inform program design.
4. Evaluation: Observe, evaluate and provide feedback to teachers to inform instructional decision-making. Foster a culture of continuous improvement and innovation in subject-specific instruction.
5. Hiring and Staff Development: Participate in the hiring process for teachers in the assigned subject(s), including reviewing applications, conducting interviews, and making recommendations. Provide orientation and ongoing professional development to new and existing teachers to support their growth in the subject area.
6. Scheduling Classes: Collaborate with school administrators and staff to develop and implement department schedules for the assigned subject(s). Consider factors such as teacher

availability, student needs, and resource allocation when creating and adjusting department schedules.

7. Resource Management: Assist in district-level budget planning and resource allocation for the assigned subject(s), ensuring adequate funds and materials are available to support effective instruction. Stay updated on subject-specific trends, technologies, and resources to provide recommendations for procurement.
8. Policy and Standards Compliance: Stay informed about state and national educational policies, standards, and requirements related to the assigned subject(s). Ensure that district instructional practices and programs are in compliance with these guidelines.
9. Communication and Collaboration: Communicate and meet regularly with teachers, administrators, and district leadership to provide updates, gather feedback, and address concerns related to the assigned subject(s). Collaborate with other subject supervisors and district administrators to ensure coherence and alignment across subjects.
10. Professional Development and Training: Encourage and support professional development opportunities for teachers in the assigned subject(s) by sharing best practices, resources, and strategies. Stay updated on subject-specific research, trends, and best practices to provide relevant and engaging professional development sessions.

Approved: 12 June 2023