

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

**JOB DESCRIPTION**

**Title:** District Supervisor of Physical Education and Health and Art

**Qualifications:**

1. A Master's degree from an accredited college or university.
2. New Jersey Teacher Certification in Physical Education and Health
3. New Jersey Principal's or Supervisor's Certificate or eligibility for same
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills

**Organizational Relationships:**

Evaluated by the principal(s), assistant principal(s), and other appropriately certificated administrators as designated by the superintendent. The principals will be the primary evaluator.

**Primary Function:**

Provide leadership, coordination, and innovation in the assigned curricular areas.

**Major Responsibilities:**

1. Assist in the establishment of curriculum objectives and standards for the department.
2. Conduct departmental meetings as necessary.
3. Assist department teachers in the handling of day-to-day problems of instruction.
4. Act as a resource person for department teachers on curriculum questions.
5. Manage and evaluate the department supplies, textbooks, equipment, and supplementary materials.
6. Maintain an up-to-date inventory of department materials.
7. Advise the principal on the placement and scheduling of department teachers.
8. Evaluate teacher performance and make recommendations to the principal regarding department personnel consistent with Board policy and administrative regulations.
9. Observe and evaluate department personnel in accordance with Board policy and regulations.
10. Review daily lesson plans.
11. Assist in orientation and in-service training programs for department personnel.
12. Assist the principal in interpreting general grading and promotional policies.
13. Attend relevant school, district, and professional meetings.
14. Meet with other subject supervisors to promote interdisciplinary programs.
15. Assist in identifying and utilizing community resources for the department program.
16. Keep informed on educational innovations and trends as they relate to department concerns.
17. Develop annual program budget including textbooks, supplies, materials, field trips, and personnel needs and, once approved, oversee program budget expenditures.
18. Assist in interpreting the district's instructional program to parents and the community.
19. Assist with the orientation of newly hired professional staff.
20. Orient, assist, and evaluate physical education/health/art substitute teachers at the high schools.
21. Cooperatively interview candidates for position vacancies and make recommendations for employment to the principal.

22. Serve as immediate supervisor in the initial stop of the grievance procedure and thus confer with teachers on personnel and professional matters.
23. Advise the principal regarding teacher performance, particularly when district standards are not met.
24. Evaluate all staff members in the departments using district criteria and procedures.
25. Prepare and disseminate information for the general public.
26. Encourage staff members to develop more effective teaching methods and materials.
27. Perform other duties which may be within the scope of his/her employment and certificate(s) as may be assigned by the administrators under the authority of the Board of Education.

#### Articulation with FLOW Districts

The District Supervisor of Physical Education and Health and Art shall:

1. Participate in curriculum and instructional planning and instructional projects with the FLOW K-8 districts.
2. As assigned, meet with FLOW-area administrators and community groups.

#### Terms of Employment:

Ten-, eleven-, or twelve-month contract year, in accordance with contractual arrangements as approved by the Board of Education.

#### Evaluation:

According to State Statutes, N.J.A.C. Title 6, Board of Education Policy and Procedures.

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

Approved: February 7, 2011