

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

**JOB DESCRIPTION**

**Title:** District Supervisor of Curriculum, Instruction, and Articulation - STEM

**Organizational Relationship:** Evaluated by the District Director of Curriculum, Instruction, and Articulation and Principals

**Job Goal:** Provide leadership, coordination, and innovation in the STEM curriculum, instruction, assessment, and program articulation.

**Major Responsibilities:**

**Student Learning Program Development -**

In collaboration with Department Supervisors and Administrators, the supervisor supports the development, implementation, and evaluation of the district's curriculum, instruction, and assessment practices for the STEM subject areas (e.g, Science, Math, Business, Applied Technology, Family & Consumer Science, and PE/Health). This includes co-developing comprehensive programs to support all students' achievement in high school and preparation for college and career as required by state law and the district's missions, vision, and goals.

**Program Coordination -**

In collaboration with district and building leadership teams, the supervisor co-oversees and co-coordinates the development of the STEM curricula and resources, including continuously updating all materials and processes related to the:

- Scope and sequence and pacing guides
- Assessments (e.g., unit, quarterly, benchmarks)
- Alignments to standards and curriculum mandates
- Grading profiles and practices
- Program of Studies updates (e.g., revisions and new proposals)
- Coordination of curriculum across programs/pathways (e.g., MLs, Media Centers, Dual enrollment, UP, AP, summer coursework, Option II, experiential learning experiences/field trips, etc.)

**Personnel Management -**

The supervisor shares responsibility with the District Department Supervisors to recruit, screen, recommend for hiring, train, and for the assignment of teachers. The supervisor also supervises the Curriculum Office support staff and assigns duties as appropriate.

### **Supervision and Evaluation -**

The supervisor oversees and evaluates teachers and support staff. This involves ensuring that teachers and support staff are meeting their performance expectations and providing appropriate support to all students - general and special education. The supervisor makes recommendations to Administration regarding department personnel consistent with Board policy and administrative regulations.

### **Professional Development -**

The supervisor keeps abreast of progress and new developments in the fields of curriculum, instruction, and assessment, specifically related to the STEM subject areas. The supervisor continuously monitors innovations in the field to ensure all District Department Supervisors, teachers, and support staff are adequately trained to best support student success and district initiatives. The supervisor facilitates professional learning for department and district staff, including New Teacher Orientation, as required by state law and the district's mission, vision, and goals.

### **Communication and Collaboration -**

The supervisor establishes effective relationships with all stakeholders - students, parents, teachers, counselors, supervisors, coordinators, administrators, support staff, and members of the community - to ensure the needs of students are met through the district's academic programs. The supervisor maintains communication and serves as a liaison with the FLOW districts and other organizations that promote academic excellence in the STEM subject areas. The supervisor also attends and facilitates relevant school, district, and professional meetings. The supervisor ensures communication about curricular areas is shared in a timely and consistent manner with all stakeholders.

### **Administrative Duties -**

In collaboration with District Supervisors and Administrators, the supervisor supervises the maintenance and updating of STEM curriculum, instruction, and assessment activities, records and reports to meet legal and state standards and compliance guidelines. This includes:

- Ensuring test administrations pertinent to the STEM subject areas are conducted appropriately
- Analyzing test score reports and providing information to teachers, Supervisors, Administrators, and the Board of Education with recommendations and initiatives for improved program outcomes

- Assisting with scheduling timelines and activities, student placement processes, grading practices and class ranking
- Advising District Supervisors and Administrators on departmental budgets and staff development planning

**Other Duties -**

The supervisor performs other duties that may be within the scope of their employment and certificate(s) as may be assigned by Administration under the authority of the Board of Education.

**Qualifications:**

- A Master's Degree from an accredited college or university
- New Jersey Teacher's Certificate in subject area to be supervised
- New Jersey Supervisor or Principal Certificate or eligible for the same
- Such alternatives to the above qualification as the Board may find appropriate and acceptable

**Terms of Employment:**

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

BOE Approved: 11 March 2024