

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Assistant Superintendent/for Curriculum and Instruction
- Reports to: Superintendent
- Qualifications: Strong communication skills
Demonstrated leadership in school improvement, program development, and curriculum assessment
Ability to work collaboratively with teachers and administrators
Required criminal background check and proof of US citizenship or legal resident alien status
- Supervises: Professional staff in the assigned school
- Job Goal: To provide leadership, supervision, and direction to the director of elementary education, the director of secondary education, program supervisors, principals, and staff to ensure the appropriate development and implementation of curricular and institutional programs at all levels
- Certification: NJ School Administrator or Certificate of Eligibility

PERFORMANCE RESPONSIBILITIES

1. Provides leadership and direction for continuous curriculum review and instructional development in grades P-12.
2. Designs and conducts such research as is necessary for the creation and validation of programs.
3. Develops, with other administrative and professional staff, procedures for the assessment of student progress and the attainment of curriculum objectives.
4. Coordinates high school graduation testing requirements.
5. Evaluates all personnel in the Office of Academics.
6. Approves the expenditures of all subordinates within the Office of Academics within budgeted guidelines.
7. Directs the district's implementation of New Jersey's teacher evaluation system.
8. Assists the Superintendent in the evaluation of personnel as requested.
9. In conjunction with the Assistant Superintendent of Human Resources, establishes a program of professional development that enhances district objectives and reflects the work of the District Evaluation Advisory Committee.
10. In conjunction with the Assistant Superintendent of Human Resources, supervises the district's academic scheduling and staffing.
11. Conducts district-wide meetings as needed.
12. Represents the school district at professional conferences, meetings, and workshops.
13. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Board Approved: 7/24/14
Revised: 3/22/16
Revised: 2/8/18