

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Coordinating Program Supervisor

REPORTS TO: Director of Curriculum

QUALIFICATIONS: Supervisor Certificate
Instructional Certificate
Strong communication skills
Ability to design and implement staff development programs for instructional and administrative staff
Ability to work collaboratively with individual teachers across disciplines as well as with teacher teams
Required criminal background check and proof of US citizenship or legal resident alien status

SUPERVISES: Elementary teachers and teachers in designated program areas (6-12)
Lead teachers (Supervision of teachers and lead teachers will be done in tandem with building principals.)

JOB GOAL: To improve instruction through the supervision, observation and evaluation of teachers. To improve and initiate curriculum through the development and coordination of district programs.

CERTIFICATION: Supervisor

PERFORMANCE RESPONSIBILITIES: (K-12 where applicable)

1. Provides leadership for implementation of best practices in the specific content area.
2. Observes and evaluates teachers in the performance of their teaching duties (team approach with principals).
3. Writes observation reports for teachers within assigned supervisory area(s), and confers with observed teachers following observations. Shares information with building principal and Director of Curriculum, as necessary.
4. Develops and monitors in-service activities.
5. Develops, coordinates, and monitors student assessment programs.
6. Conducts and coordinates evaluation of programs on a regular basis.
7. Coordinates the development of curriculum, curriculum guides, and the acquisition of appropriate materials to implement the adopted curriculum.
8. Conducts building, department and district-wide meetings as needed.

9. Certifies an annual inventory of instructional materials and equipment.
10. Annually prepares a district summary report for the review of the Director of Curriculum.
11. Supervises the textbook selection process.
12. Prepares and administers the operating budgets.
13. Confers with individual teachers as needed to improve their instruction and to assure compliance with district guidelines.
14. Works collaboratively with building principals in the employment, dismissal, scheduling, and assignment of teachers. Determines, with building principal, staff needs, and assists with other staffing decisions as needed.
15. Coordinates programs and activities within the district, under the direction of the Director of Curriculum.
16. Represents the school district at professional conferences, meetings, and workshops.
17. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Curriculum.

Approved: 7/13/95

Approved: 5/12/09

Revised: 9/24/09

JD/Supervisors