

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Director of Health/Physical Education

REPORTS TO: Assistant Superintendent for Curriculum and Instruction

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

SUPERVISES: Teachers in designated program areas
Lead teachers (In tandem with building principals.)

JOB GOAL: To increase student achievement by:

- Improving instruction through the mentoring, supervision, observation and evaluation of teachers.
- Developing and implementing curriculum programs to meet the needs of our students.
- Ensuring fulfillment of district goals as they relate to areas of mindfulness, student academic experiences, and professional development.

CERTIFICATION: NJ Principal Certificate

PERFORMANCE RESPONSIBILITIES: (K-12 where applicable)

1. Provides leadership for implementation of effective instruction and best practices in the specific content area.
2. Mentors, observes and evaluates teachers in the performance of their teaching duties (team approach with principals).
3. Observes and evaluates teachers using district approved evaluation model within assigned areas of Physical Education, Health, and Visual Arts. Shares information with building principal and Assistant Superintendent of Curriculum and Instruction, as appropriate.
4. Develops implements, and monitors Professional Development programs.

5. Conducts and coordinates evaluation of programs on a regular basis.
6. Coordinates the development of curriculum, curriculum guides, and the acquisition of appropriate materials and technology to implement the adopted curriculum.
7. Conducts building, department and district-wide meetings as needed.
8. Certifies an annual inventory of instructional materials and equipment.
9. Annually prepares a district summary report for the review of the Assistant Superintendent for Curriculum and Instruction
10. Supervises the textbook selection process.
11. Prepares and administers the operating budgets.
12. Confers with individual teachers as needed to improve instruction and to assure compliance with district guidelines.
13. Works collaboratively with building principals in the employment, scheduling, and assignment of teachers. Determines, with building principal, staff needs, and assists with other staffing decisions as needed.
14. Coordinates programs and activities within the district, under the direction of the Assistant Superintendent for Curriculum and Instruction.
15. Represents the school district at professional conferences, meetings, and workshops.
16. Researches, plans, and implements a district Mindfulness program for students and staff.
17. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent for Curriculum and Instruction.

Approved: April 11, 2019

JD/Director of Health/Physical Education