

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE:	<u>Supervisor of K-5 Program</u>
Reports to:	Director of Elementary Education
Qualifications:	Strong communication skills Ability to design and implement professional development programs for instructional and administrative staff Ability to work collaboratively with teachers and administrators Required criminal background check and proof of US citizenship or legal resident alien status
Supervises:	Teachers in designated program areas (K-5) in tandem with building principals
Job Goal:	To improve instruction through the supervision, observation, evaluation, and professional development of teachers and administrators To improve and initiate curriculum through the development and coordination of district programs in grades K-5
Certification:	Elementary Instructional Supervisor
Experience:	Minimum 5 years elementary classroom experience

PERFORMANCE RESPONSIBILITIES

1. Provides leadership for implementation of best practices in specific content areas.
2. Observes and evaluates all K-5 teachers in the performance of their teaching duties (team approach with principals).
3. Develops and monitors professional development programs under the direction of the Director of Elementary Education
4. Develops, coordinates, and monitors student assessment 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 to implement the curriculum.
7. Conducts building, grade-level, department, and district-wide meetings as needed.
8. Prepares annual inventory of instruction materials and equipment.
9. Supervises the textbook / curricular materials selection process.
10. Prepares and administers the operating budget for specific content areas.
11. Works collaboratively with the building principals and the Director of Elementary Education in the employment, dismissal, scheduling, and assignments of teachers.
12. Coordinates programs and activities within the district under the direction of the Director of Elementary Education.
13. Represents the school district at professional conferences, meetings, and workshops.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Elementary Education.

Board Approved: 7/24/14