

TITLE: **ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND STUDENT SERVICES**

- QUALIFICATIONS:**
1. Hold a New Jersey Administrative certificate in accordance with the requirements of N.J.S.A.118A:27 et seq, and N.J.A.C. Title 6 chapter 11, with a School Administrator endorsement (N.J.A.C.6:11-9.3 and 9.5)
 2. Hold a Master' Degree or higher from an accredited college or university
 3. Have at least 4 years experience as a school administrator
 4. Must possess knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, learning assessment and diagnosis, effective instructional strategies and research relates to learning
 5. Must possess knowledge of special education and other areas within student services. Must have an understanding of how to improve services for various subgroups, such as Gifted and Talented.
 6. Demonstrates ability to effectively administer special education programs to work with parents, community groups and agencies.
 7. Knowledge of state and federal special education laws, regulations, procedures and reporting requirements
 8. Strong leadership and communication skills
 9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*As defined in NJ.A.C. 6A:9-9 Instructional certificates

REPORTS TO: Superintendent of Schools

SUPERVISES: Child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel

JOB GOAL: The Assistant Superintendent of Curriculum, Instruction and Student Services is responsible for the development of an articulated K-12 curriculum and improvement of instruction for the school districts of Carlstadt, East Rutherford, and Carlstadt-East Rutherford Regional. Shall provide leadership and service on a region wide basis. Shall

work with the respective superintendents of the above referenced school districts, principals, teachers, and special service personnel to cooperatively plan and put into action the educational programs appropriate for every child and in total compliance with state standards.

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

PERFORMANCE
RESPONSIBILITIES:

1. Works to achieve NJ Core Curriculum Content Standards and regional educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom, coordinates the efforts of certified staff to teach students through an improved course of study utilizing Board-adopted curriculum, textbooks and other appropriate teaching materials that are aligned with the NJ Core Curriculum Content Standards.
2. Develop the budget for his/her department and any special departments indicated in the organization chart. Requisition forms for materials, supplies and services shall be supplied for purchases and signed by the Director.
3. Advise and/or develop submission of federal and state grants.
4. Develop budget for the Office of Curriculum and Instruction and submit to the superintendents for approval and forwarded to appropriate boards of education for action by January ____ .
5. Assume responsibility for the operation and maintenance of the Office of Curriculum and Instruction (through the superintendent of the LEA district).
6. Review state and national curriculum programs and standards and advise administrators on their merit.
7. Advise all instructional personnel and boards of curriculum studies and pilot programs being conducted in the consortium schools, and where possible, assist in developing each program of studies.
8. Hold automatic chairmanship of the Inter-District Instructional Council.
9. Regularly schedule curriculum development meetings with supervisors, coordinators, administration, and teachers to follow up decisions and define new areas for investigation and adjustment. Written agenda will have been prepared and distributed prior to these meetings. Written recommendations will be distributed followed by minutes of all meetings.
10. Provide regularly scheduled meetings with the respective superintendents.
11. Shall organize and direct community/staff study and planning groups involved with curriculum and facilities when directed by superintendents.
12. Assist and coordinate with the development and implementation of appropriate staff development activities in support of curriculum and instructional programs.

13. Provide staffing recommendations related to curriculum review/development when requested by consortium superintendents.
14. Work with Parent-Teacher Associations and other related educational groups, as appropriate and directed by administration.
15. Develop and present reports on curriculum studies and proposals to local boards as requested by superintendents.
16. Develop and present special study reports and analysis of student achievement on standardized and criterion referenced tests.
17. Distribute analysis of testing programs to individual districts through each of their respective superintendents.
18. Develop a professional library containing curriculum materials, research materials, and staff development materials maintained in a central location.
19. Hold membership in educational organizations, local, state, and national relating to the Office of Curriculum and Instruction.
20. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student, serving as a resource person to staff for this and other activities.
21. Coordinates and assists certified staff in their efforts to assess student's academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
22. Coordinates and assists certified staff in their efforts maintain records of student's educational progress in class record books and/or board approved forms or process and to summarize these marks for reporting purposes.
23. Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.
24. Coordinates and assists certified staff in their efforts to budget class time effectively.
25. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school programs.
26. Coordinates and assists certified staff in their efforts to devise written and oral assignments and criterion referenced tests that require analytical and critical thinking as well as the reproduction of facts that reflect their knowledge of the curriculum.
27. Coordinates and assists certified staff in their efforts to supervise and control students in out-of-classroom activities as assigned.
28. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth and staff development activities.
29. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational programs and staff development activities.

30. Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program.
31. Develops and/or assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
32. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals.
33. Performs other duties as may be assigned by school administration
34. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
35. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
36. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
37. Recommends policies and programs essential to the needs of special education children.
38. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
39. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
40. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
41. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
42. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
43. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
44. Interprets the objectives of the district's special education program to parents, students, staff and the community.
45. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.

- 46. Participates in the development and implementation of inservice and training programs.
- 47. Prepares and administers the departmental budget.
- 48. Attends child study team meetings and assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process.
- 49. Performs other related duties as may be assigned by the superintendent.

TERMS OF
EMPLOYMENT:

Work year and salary to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY:

Board of Education

DATE: 3-24-22

Legal References:

N.J.S.A. 7F

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:6-10

N.J.S.A. 18A:16-2

N.J.S.A. 18A:25-2

N.J.S.A. 18A:25-4

N.J.S.A. 18A:26-1

N.J.S.A. 18A:26-1.1

N.J.S.A. 18A:26-2

N.J.S.A. 18A:27

N.J.S.A. 18A:28-3

N.J.S.A. 18A:28-5

N.J.S.A. 18A:28-8

N.J.S.A. 18A:37

N.J.S.A. 6A:7

N.J.S.A. 6A:8

N.J.S.A. 6A:9

See particularly:

N.J.A.C. 6A:9-3.3

N.J.A.C. 6A:9-5

N.J.A.C. 6A:9-S

N.J.A.C. 6A:9-9.1

N.J.A.C. 6A:9-9.2

N.J.A.C. 6A:9-15

N.J.A.C. 6A:16 N.J.A.C.
6A:22-4 et seq.

See particularly:

N.J.A.C. 6A:32-4.1

N.J.A.C. 6A:32-4.2

N.J.A.C. 6A:32-4.4

N.J.A.C. 6A:32-5.1

N.J.A.C. 6A:32-6 et seq.

N.J.A.C. 6A:32-7 et seq.

N.J.A.C. 6A:32-8 et seq.

Comprehensive Educational Improvement and
Financing Act

Criminal history record; employee in regular
contact with students; grounds for disqualification from
employment; exception

Dismissal and reduction in compensation of persons
under tenure in public school system

Physical examinations; requirement

Authority over students

School register; keeping

Citizenship of teachers, etc.

Residence requirement prohibited

Certificates required; exception

Employment and contracts

No tenure for noncitizens

Tenure of teaching staff members

Notice of intention to resign required

Discipline of students

Managing for equality and education in education

Standards and assessment

Professional licensure and standards

Professional standards for teachers

General certification policies

Requirements for instructional certificate

Authorizations-general

Endorsements and authorizations

Required professional development for teachers

Programs to support student development

Employment and supervision of teaching staff

Employment of teaching staff

Full-time employment of teachers

Evaluation of tenured teaching staff

Standards for determining seniority

School employee physical examinations

Student records

Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

School Policy Cross References:

6000 Concepts and Roles in Instruction

6010 Goal and Objectives in Instruction

6140 Curriculum Adoption

6141 Curriculum Design/Development

6142 Subject Fields

6143 Curriculum Guides

6150 Instructional Arrangements

6156 Instructional Planning and Scheduling

6160 Instructional Services and Resources

6171 Special Instructional Programs

6300 Evaluation of Instructional Programs

Legal References:

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards

See particularly:

<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.T.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-11.3</u>	Special education
<u>N.J.A.C. 6A:9-11.4</u>	Bilingual education
<u>N.J.A.C. 6A:9-11.5</u>	English as a second language
<u>N.J.A.C. 6A:9-13</u>	Requirements for educational services certification
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:24</u>	Urban education reform in the Abbott districts

See particularly:

<u>N.J.A.C. 6A:24-6.1</u>	Implementation of required programs in secondary schools
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq. Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts, Revised September 2002

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

*Applies to Abbott districts only