



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT
CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. Master's degree in curriculum development or school administration
2. Five years' successful teaching experience
3. Five years' successful experience in the areas of curriculum development, professional staff development, testing and evaluation or related activities
4. Five years' successful administrative experience
5. Certification as a school administrator
6. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident status.
7. Such alternatives to the above qualifications as the board may find appropriate

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the superintendent in the areas of curriculum development, implementation, and assessment through the following actions:

1. providing leadership and supervision of principals, subject area supervisors, and teachers
2. determining and addressing the needs of the district in the areas of curriculum, instruction, and professional staff development
3. providing leadership in the development, implementation and coordination of the district's K-12 instructional program as well as in communicating with the residents of Holmdel Township about this program.

MAJOR RESPONSIBILITIES:

1. Curriculum Development, Implementation and Assessment
2. Supervision of All Personnel in Curriculum Development, Implementation, and Assessment
3. Staff Development
4. Assessment
5. Public Information
6. Other assigned duties

PERFORMANCE DUTIES:

1. Works with the board of education, superintendent of schools, principals, subject area supervisors, faculty, and community residents, as appropriate, in developing the general philosophy, goals and policies of the instructional program for the Holmdel Township Public Schools.
2. Assists the superintendent of schools in the supervision and evaluation of district personnel and in the operations of the schools pursuant to the identification of and the addressing of school, staff, and students' needs pursuant to the development, implementation, and assessment of curriculum and professional staff development activities.
3. Provides leadership to ensure the understanding of and the promotion of the educational objectives of the district.
4. Works with administrators and faculty in organizing and coordinating appropriate grade-level and department meetings as well as special committees, in order to effect horizontal and vertical continuity and articulation of the instructional program (K-12) throughout the district.
5. Assists the superintendent of schools and works with appropriate district personnel in the development of district policies and regulations for the smooth implementation of the instructional program of the Holmdel Township Public Schools and ensures correct and consistent implementation of such policies and regulations.
6. Assists the superintendent of schools in the recruitment, screening, training and assigning of instructional personnel in the Holmdel Township Public Schools.
7. Provides leadership in the development and implementation of a comprehensive program for the assessment of personnel, instruction, and curriculum. Included in this responsibility is the observation and evaluation of designated personnel (principals, supervisors, and teachers).
8. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted in-service education program for both the administrative and instructional staff in the district.
9. Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
10. Supervises the process pursuant to the development of curriculum documents and related materials prepared by personnel in the Holmdel Township Public Schools.
11. Supervises the process pursuant to the selection of textbooks and instructional materials for the district in cooperation with building principals, subject area supervisors, and faculty.

12. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Holmdel Township Public Schools.
13. Serves as district representative to various county, state, and national curriculum associations and committees.
14. Demonstrates leadership in implementing a comprehensive ongoing program for communicating with a variety of audiences about district programs, student achievements and faculty accomplishments and presenting a positive image of the Holmdel Township Public Schools throughout the community, county and state.
15. Interprets the present curriculum changes to the board of education, the administration, the staff and the general public.
16. Assists the superintendent, school business administrator, building principals and supervisors in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
17. Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction in the Holmdel Township Public Schools.
18. Ensures that all district curriculums have been approved by the board of education in accordance with state regulations and district needs.
19. Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent of schools.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be established by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on Evaluation of Administrative Personnel.

SOURCE: Regular Board Meeting

DATE: July 19, 2000