



# BRICK TOWNSHIP PUBLIC SCHOOLS

---

**TITLE:** DIRECTOR OF CURRICULUM & INSTRUCTION

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor Certificate and Principal Certificate or Certificate of Eligibility.
2. Minimum of five (5) years successful teaching experience & school administration.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership skills and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent

**SUPERVISES:** Assigned administrative personnel

**JOB GOAL:** To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the superintendent in supervising the district's instructional programs and school services
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in curriculum as necessary
3. Assists with the preparation and administration of the instructional accounts of the school budget when needed
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation
5. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel
6. Develops and administers inservice programs for professional staff based on district priorities for instructional improvement
7. Participates in the selection and recommendation for adoption of all textbooks and supplementary instructional material

8. Establishes necessary procedures for referral and cooperative planning with other children's services agencies
9. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in education
10. Attends Board meetings and prepares such reports for the board as the superintendent may request
11. Evaluates the performance of administrative personnel in accordance with law, code and board policy
12. Performs other related duties as may be assigned by the superintendent and/or requested by the board

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by contract with the BTASA

**EVALUATION:**

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