



# BRICK TOWNSHIP PUBLIC SCHOOLS

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**Title:** Director of Curriculum and Instruction

**Qualifications:**

1. New Jersey Principal and/or School Administrator Certificate or Certificate of Eligibility
2. Masters Degree or Doctoral Degree in Administration and Supervision
3. Minimum of five years of administrative experience, preferred experience of five years as a school principal
4. Strong skills in leadership, problem solving, communication and organization
5. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

**Reports to:**

Superintendent of Schools

**Supervises:**

Curriculum Supervisors and administrative personnel assigned by the Superintendent

**Job Goal:**

In collaboration with the Superintendent and other district level directors, the Director of Curriculum provides leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations in the following areas: curriculum; instructional programs; hiring; evaluation of staff; professional development; testing and assessment; and grant writing.

**Performance Responsibilities:**

**1. Curriculum**

- a. Evaluates the operations of the schools and makes recommendations to the Superintendent for changes in curriculum as necessary
- b. Provides leadership and guidance in the process of curriculum planning, coordination and evaluation
- c. Serves as administrative liaison of the Curriculum Committee to the Board, and any other committees deemed appropriate as determined by the superintendent.
- d. Serves as the district representative at the local, county and state level on matters related to curriculum and instruction
- e. Oversees the continued development of the district's program of studies



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- 2. Supervises the district's instructional programs and school services**
  - a. Oversees the preparation, administration and monitoring of the instructional accounts of the school budget when needed
  - b. Participates in the selection and recommendation for adoption of all textbooks and instructional materials
  - c. Provides direct oversight of district instructional supervisors
- 3. Hiring**
  - a. Collaborates with district administrators and the Director of Human Resources in processes and selection of qualified instructional staff to be recommended for hire
  - b. Participates in the selection process for administrative vacancies as requested by the Superintendent
- 4. Evaluation of Faculty and Staff**
  - a. Oversees the evaluation and observation process as prescribed by the New Jersey Department of Education, including but not limited to: certificated staff, administrators and support staff
  - b. Develops a schedule of observations and evaluations to assure equitable distribution among administrative staff
- 5. Professional Development**
  - a. Develops and administers inservice programs for support, certificated and administrative staff professional learning consistent with district goals and legal mandates
  - b. Oversees new staff orientation program
- 6. Assessment and Testing**
  - a. Oversees the development of district-based measures of student achievement
  - b. Researches, recommends and oversees the use of vendor based assessment tools to inform instruction
  - c. Prepares and presents testing reports for the Superintendent and Board of Education
- 7. Matters of Compliance**
  - a. Collaborates with Central Office Administration in the completion of monitoring and compliance tasks as defined by the NJ Department of Education
- 8. Grant Writing**
  - a. Oversees the planning, submission, budgeting and monitoring a NCLB Grants and other instructional related entitlement grants
  - b. Pursues/solicits and approves submission for grant opportunities to enhance district programs
- 9. Superintendent Cabinet**
  - a. Advises the Superintendent as a member of the Cabinet for the purpose of assuring sound and accurate information for operational decisions
- 10. All other duties**



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- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

**Terms of Employment:**

Twelve-month position; salary as per contract with the BTASA

**Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Board Approval Date: January 17, 2019