



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
DIRECTOR OF CURRICULUM & 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 supervisor and school administrator
6. Successfully completes required criminal history 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 determine the needs of the district in the areas of curriculum, assessment and professional staff development and to provide 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
2. Personnel
3. Staff Development
4. Assessment
5. Public Information
6. Other assigned duties

PERFORMANCE DUTIES:

1. Works with the Board of Education, superintendent, 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. Provides leadership to insure the understanding of and promotes the educational objectives of the district.

3. 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.
4. Assists the superintendent and works with appropriate district personnel in the development and implementation of district policies and regulations for the smooth implementation of the instructional program of the Holmdel Township Public Schools.
5. Assists the superintendent in the recruitment, screening, training and assigning of instructional personnel in the Holmdel Township Public Schools.
6. 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.
7. 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.
8. Coordinates the efforts of administrators, teachers and faculty committees in developing and implementing the curriculum for all levels of student ability.
9. Coordinates the development of curriculum documents and related materials prepared by personnel in the Holmdel Township Public Schools.
10. Coordinates the selection of textbooks and instructional materials for the district in cooperation with building principals, subject area supervisors and faculty.
11. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Holmdel Township Public Schools.
12. Serves as district representative to various county, state and national curriculum associations and committees.
13. Demonstrates leadership in implementing a comprehensive on-going 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.
14. Interprets the present curriculum changes to the Board of Education, the administration, the staff and the general public.

15. 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.
16. Demonstrates leadership in the preparation of applications for, and utilization of various grants which will enrich the curriculum and instruction in the Holmdel Township Public Schools.
17. Ensures that all district curriculum has been approved by the Board of Education in accordance with state regulations and district needs.
18. 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: April 13, 1994