

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

Supervisor of Secondary ELA and World Languages 7-12

JOB TITLE: SUPERVISOR OF SECONDARY ENGLISH LANGUAGE ARTS AND WORLD LANGUAGES 7-12

REPORTS TO: Assistant Superintendent of Director of Teaching and Learning

SUPERVISES Assigned personnel

NATURE AND SCOPE OF JOB:

To provide leadership coordination, supervision and administrative skills for the improvement and implementation of the 7-12 ELA and World Languages programs in the assigned curricular area, so that the professional staff will help each student derive maximum benefit from the educational system.

QUALIFICATIONS:

The Supervisor of Secondary ELA and World Languages 7-12 shall:

1. Hold a New Jersey certificate as Supervisor
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years successful teaching experience.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.
5. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
6. Demonstrate the ability to learn and implement current technologies and educational software.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Secondary ELA and World Languages 7-12:

1. Develops and implements the district-wide correlated and integrated ELA and World Languages programs.
2. Works in cooperation with other staff members, parents, students and subject matter specialists in developing and updating the ELA and World Languages proficiencies and curriculum.
3. Observes and evaluates staff.
4. Works closely with teachers in order to improve performance in the classroom.
5. Visits classrooms and provides assistance to teachers in improving existing strengths and in overcoming obstacles to student achievement.

6. Conducts research and serves as a resource person in curriculum matters related to the ELA and World Languages programs.
7. Assists in the evaluation of the ELA and World Languages programs, 7-12.
8. Interprets the district's ELA and World Languages program to district personnel, parents, and the community.
9. Assists in the evaluation, selection, ordering and inventory control of textbooks, technology hardware and software, and other instructional materials
10. Assists in the planning and implantation of the district's in-service program related to ELA and World Languages.
11. Provides coordination of the ELA and World Languages program with other district programs
12. Assists in the screening of personnel as requested
13. Prepares reports and maintains appropriate records related to the ELA and World Languages program
14. Prepares the program's budget
15. Monitors the ELA and World Languages programs in grades 7-12 to maintain compliance with state/federal rules and regulations
16. Works in cooperation with district leaders, school leaders, and instructional staff to determine students' and programs strengths and weaknesses through district-wide testing program.
17. Ensures that teachers are aware of students needs and progress as they relate to the ELA and World Languages programs.
18. Develops, recommends and maintains current Approved Curriculum Guides and Course Outlines
19. Observes and evaluates teachers in their instructional areas and offers insight for the enhancement of their teaching skills.
20. Meets on a regular basis with supervisors of other disciplines to coordinate instructional activities.
21. Assists in improving the delivery of instruction in ELA and World Languages skills.
22. Develops and utilizes district and community resources for program needs.
23. Develops procedures and guidelines which will provide for the efficient functioning of the program within approved Board policies.
24. Coordinates efforts with other district personnel for student math fairs and math enhancement activities.
25. Performs such other duties related to the operation of the Curriculum Office as assigned by immediate supervisor

EMPLOYMENT TERMS:

The Supervisor of Secondary ELA and World Languages 7-12 shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Supervisor of Secondary ELA and World Languages 7-12 shall be evaluated in accordance with Board of Education Policy.