

WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

- School Administrator Certificate or Certificate of Eligibility
- Minimum of five years of successful teaching experience
- Minimum of five years of Administrative experience
- Demonstrated ability to work effectively with staff, parents, and students
- Strong leadership and excellent oral and written communication skills
- Experience with budget preparation and development
- Demonstrated technology proficiency with Microsoft Office
- Experience in staff development and instructional pedagogy
- Dedicated to school reform
- Knowledge of the preparation of State compliance, regulations and reports
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: Curriculum Supervisors and designated District Personnel

JOB GOAL: The Director of Curriculum is responsible for the identification, assessment and placement of students; supervision and evaluation of staff; curriculum; program planning, and staff development. The Director will assist with directing and supervising programs and initiatives related to Federal, State and local grants.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement curricular and instructional programs.
2. Provide leadership, articulation, and expertise in the development, coordination and implementation of the K-12 curriculum.
3. Plan staff development for all professional and paraprofessional employees based upon the needs of the district.
4. Study, evaluate, and, as appropriate, recommend to the Superintendent the adoption of new instructional materials, methods, and programs.
5. Provide leadership in the development of the K-12 instructional program and achievement of state student learning standards and district goals and objectives.
6. Recommend to the Superintendent new courses, grade placements and credit allowances, and graduation requirements.
7. Coordinate the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommend those selected to the Superintendent for adoption by the board of education.
8. Monitor and communicate trends, benchmarks and comparison data in the areas of curriculum, instruction, assessment and improvement activities.
9. Assist school personnel in analyzing data for continuous improvement of student achievement.
10. Serve as representative for Superintendent on the Instructional Council and other meetings as requested.
11. Oversee the planning and coordination of the district's in-service programs.

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12. Collaborate with principals and supervisors in regard to instructional programs, use of instructional materials and teacher evaluation.
13. Coordinate State monitoring activities.
14. Assist with the preparation of QSAC Report.
15. Coordinate a comprehensive testing program and present results in a report to the Superintendent.
16. Coordinate staff level activities/programs.
17. Plan, coordinate and evaluate the District Educational Improvement Plan.
18. Assist principals and content area staff in developing the general philosophy and goals of the total school curriculum.
19. Maintain current knowledge and ability to model best instructional practices in the classroom.
20. Evaluate the performances of supervisors and teaching staff when appropriate.
21. Maintain on-going evaluation of the effectiveness of the curriculum and instructional programs and develop strategies for improving students' achievement.
22. Establish objectives for all academic course offerings in the district.
23. Organize and coordinate contacts with community, county and state services.
24. Coordinate and plan with Supervisors and Principals to ensure that there is equity and access to District programs and resources for all students (Pre-Kindergarten - 12th grade).
25. Assist with developing a district-wide program for screening and testing. Coordinate all building-based testing programs, including a calendar of testing activities.
26. Provide data analysis and feedback regarding student performance to the Superintendent.
27. Identify, plan, and coordinate Professional Development activities, which address the instructional needs of students and staff.
28. Assist with supervision and evaluation of staff, as needed.
29. Assist in achieving efficient and effective operations by functioning as a team member with the Superintendent, Assistant Superintendent, Central Office Directors, Principals, and other members of the Administrative Team.
30. Performs other duties as requested by the Superintendent/Assistant Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve-month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 6/26/2013

Revised: 9/9/2020
2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

DIRECTOR OF ELEMENTARY EDUCATION

QUALIFICATIONS:

- Valid New Jersey School Administrator Certificate
- Minimum of five (5) years teaching experience and five (5) years supervisor experience
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and supervision of programs and staff
- Proven ability to effectively analyze data to evaluate and improve programs
- Expert project management, consultative and leadership skills
- Ability to design and implement professional development programs for elementary instructional and administrative staff
- Ability to work collaboratively with teachers and administrators
- Committed to working with all children
- Demonstrates skill in understanding cultural differences
- Demonstrated detail orientation and ability to multi-task
- Strong verbal and written communication skills and solid project management skills
- Exceptional customer service orientation, including ability to establish and maintain successful relationships with the educational community; maintains confidentiality as required and appropriate
- Demonstrates office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, PowerPoint, and other cloud-based software
- Must have excellent integrity and demonstrate good moral character and initiative
- Background free from criminal activities (as verified by criminal history check required by NJ Department of Education)
- Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: Elementary Principals and designated District Personnel

JOB GOAL: The Director of Elementary Education is responsible for providing leadership and guidance in all areas of Elementary Education, including the supervision of schools, instructional programs, staff evaluations, student and staff wellness, the professional development of teachers and administrators and related school district operations.

PERFORMANCE RESPONSIBILITIES:

1. Serves as a member of the district leadership team.
2. Supervises principals, designated district office supervisors, and other personnel.
3. Provide Principals with technical assistance with day-to-day operations of the building to maintain continuity and consistency throughout the district i.e., programs, schedules, student/staff assignments, timelines, state/district mandates, observations, and evaluations.
4. Provide leadership in creating, implementing, supervising, and evaluating the district's educational programs, school services and operations and make recommendations to the Superintendent, as necessary.
5. Assure that the Elementary Educational Program is aligned, seamless, and vertically and horizontally articulated, and work closely with Principals, Director of Curriculum, other district leadership team members, and the Superintendent.

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6. Interpret the present educational program and proposed instructional changes to the Superintendent, the administration, the staff, and the general public.
7. Assist the Director of Curriculum in seeking, identifying, recommending, monitoring, and evaluating curricular and instructional initiatives to promote student engagement and further student achievement.
8. Management of elementary curriculum, instruction, program, and assessments, as well as assisting with transition into middle school programs, instruction, and assessments.
9. Collaborate with the Director of Curriculum and other district personnel to develop and coordinate the implementation of the district's in-service education program for the instructional and support staff based on district priorities for instructional improvement.
10. Recommend teacher attendance at conferences as well as participation in other professional growth activities.
11. Assist with reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
12. Supervise the program for the evaluation of teaching staff and building administrator performance and work with the district building administrators in the improvement of individual staff competencies in accordance with law, code and board policy.
13. Observe and evaluate elementary administrators.
14. Assure compliance with all federal and state requirements and Board policies that relate to the responsibilities of this position.
15. Regularly provide both verbal and written reports on the status of district and school level programs and services at the request of the Superintendent.
16. Prepare drafts of needed board policies and administrative procedures for the Superintendent's review and/or board action.
17. Utilize "best practices" research in carrying forth duties and responsibilities.
18. Assist in the planning and administrative of an effective system for the recruitment, selection, and evaluation of professional staff.
19. Actively participate in the preparation and administration of the district budget.
20. Provide leadership for district-level committees and serves as an administrative liaison to the Board committee(s) as assigned by the Superintendent.
21. Cooperate with the Assistant Superintendent, building administrators, and staff in planning the instructional programs and support services for special education students and other students with special needs.
22. Provide creative leadership in the areas of short and long-range planning based upon experience and research.
23. Work with the Director of Curriculum to manage and guide district assessments and partners with the Director of Curriculum to serve as District Test Coordinator.
24. Maintain a close working relationship with district administrators to ensure information exchange, coordination of efforts, and over support for the decision-making process.
25. Perform such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

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EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff

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STATEMENTS OF AGREEMENT:

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Date

Approved:

WINSLOW TOWNSHIP SCHOOL DISTRICT

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PURCHASING AGENT

QUALIFICATIONS:

- Must have a Bachelor's degree in Accounting or Business Administration or five years of experience in a public-school Business Office
- Experience with New Jersey Public Contract Law preferred
- Possess or be eligible to obtain a Qualified Purchasing Agent (QPA) certificate
- Minimum of five years of relevant business office, accounting or audit experience
- Required criminal history review background check and proof of US citizenship or legal resident alien status

REPORTS TO:

Business Administrator
Assistant Business Administrator

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Control and supervise the purchase, receipt and distribution functions of the District.
2. Keep all bids, requests for proposals (RFPs), and quotes current and easily accessible.
3. Maintain purchasing cycles for all supplies, textbooks, equipment and maintenance/repair services, to ensure they are in accordance with Federal and State purchasing laws and regulations.
4. Oversee that all requisitions are processed, filled and paid for as approved by the Business Administrator.
5. Verify and ensure all items are purchased with an approved purchase order prior to the receipt of goods.
6. Meet with administrators, directors, supervisors, principals, department heads, etc., to help with the purchasing of supplies, equipment and services.
7. Compile all bids, request for proposals, and quotes from start to finish as follows:
 - a. Coordinate and complete the specifications for all purchases
 - b. Ensure funds are available
 - c. Coordinate dates with Staff and Business Administrator
 - d. Complete and write the board resolutions
 - e. Complete the purchase order for approval
 - f. Coordinate with approved vendors to fill the items/services requested and approved.
8. Ensure all vendors doing business with the District have up to date vendor documents on file, prior to placing the order for goods or services.
9. Maintain a file on all state contracts and cooperative bids.
10. Perform other related duties as required by the position or assigned by the Business Administrator.

TERMS OF EMPLOYMENT:

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EVALUATION:

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