

**Montclair Public Schools**  
**Personnel Department**

**JOB DESCRIPTION**

**Title:** District Supervisor – Department of Instruction

**Qualifications:** 1/ Must hold acceptable NJ Administrative Certification, 2/ Must possess strong communication, managerial, and leadership skills, 3/ Demonstrated knowledge of effective principles of teaching and learning in all levels of school programs, 4/ Demonstrated ability to function effectively in a diverse school community, 5/ Demonstrated aptitude or competence for assigned responsibilities, 6/ Demonstrated knowledge of effective public education programs, particularly magnet programs 7/ Ability to follow directions and work as a productive component of a highly functioning administrative team; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

**Responsible to:** Assistant Superintendent for Curriculum and Instruction

**Job Goal:** Responsible for overseeing all aspects of the assigned district's programs and curriculums, and to provide effective leadership which plans, implements, articulates and evaluates the effectiveness of those assigned programs; successfully aligning them to district objectives and state and federal mandates.

**Performance Responsibilities:**

- 1/ Effectively works with principals to implement, monitor and improve upon the curriculums/programs assigned,
- 2/ Revises procedures and documents as required by changes in state, federal or district mandates,
- 3/ Assists with the preparation and administration of the assigned accounts in the school budget,
- 4/ Identifies priorities for program improvement based upon the analysis of data and performance indicators.
- 5/ Oversees and/or assists with the preparation of drafts for board policies and administrative rules pertaining to the areas assigned,
- 6/ Oversees and/or assists with the selection and use of assessment instruments which align to assigned programs and/or are required by the state,
- 7/ Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools,
- 8/ Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district,
- 9/ Keeps supervisors and school community informed of program requirements, events and activities.
- 10/ Attends board meetings and prepares such reports for the board as the superintendent or designee may request.
- 11/ Evaluates the performance of assigned personnel in accordance with law, code and board policy.
- 12/ Enforces all board policies, administrative directions and state laws/regulations,
- 13/ Other unspecified duties as assigned or as related.

**Terms:** 12 month, salary and benefits as determined by the board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.