

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Director Humanities and Gifted & Talented K-12

Qualifications:

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

Responsible to: Superintendent

Job Goal: Responsible for overseeing all aspects of the assigned Humanities and Gifted & Talented K-12 programs and curricula, and providing effective leadership in planning, implementing, articulating and evaluating 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 curricula/programs assigned.
2. Organize the creation and implementation of curricula/programs.
3. Revise procedures and documents as required by changes in state, federal or district mandates.
4. Assist with the preparation and administration of the assigned accounts in the school budget.
5. Identify priorities for program improvement based upon the analysis of data and performance indicators.
6. Oversee and/or assist with the preparation of drafts for Board policies and administrative rules pertaining to the areas assigned.
7. Oversee and/or assist with the selection and use of assessment instruments which align to assigned programs and/or are required by the state.
8. Provide support for Humanities teachers and curricula teams.
9. Use data to strategically plan for the continuous improvement of the District's Humanities and Gifted & Talented programs.
10. Oversee and manage all aspects of the Gifted & Talented identification, services, and staff professional development in compliance with state law. Work with school leaders and staff working with students identified for gifted services to support the above and communicate with the Board, parents, and guardians regarding Gifted & Talented education.
11. Ensure all grade levels have the resources and learning supports necessary to fully support the District and schools' strategic plans for improving student achievement.
12. Maintain a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.

Director Humanities and Gifted & Talented K-12 (continued)

13. Assist in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district.
14. Keep supervisors and school community informed of program requirements, events and activities.
15. Attend Board meetings and prepare such reports for the Board as the Superintendent may require.
16. Evaluate the performance of assigned personnel in accordance with law, code and Board policy.
17. Enforce all Board policies, administrative directions and state laws/regulations.
18. Assume 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.

Created: August 2023/BOE approved: 9/6/2023

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.
EEO/AA/Vet/Disability Employer