

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: SUBJECT AREA SUPERVISOR

QUALIFICATIONS:

1. Must hold a valid New Jersey Supervisor's certificate.
2. Supervisory experience is highly desirable.
3. K-8 teaching experience in area of expertise.
4. Effective problem-solving, human relations and communication skills.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status, and a complete physical examination.

REPORTS TO: Assistant Superintendent

JOB GOAL: To provide subject area leadership in the ongoing development and improvement of the entire instructional program of the district.

PERFORMANCE RESPONSIBILITIES:

1. Guides development, implementation and evaluation of curriculum and instructional services in the subject area.
2. Assists in the development of the budget for the subject area.
3. Keeps abreast of developments in the subject area, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
4. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
5. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
6. Works with building principals in the improvement of individual staff competencies.
7. Communicates the approved curriculum to the professional staff and parents.
8. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
9. Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
10. Administers programs of in-service educational activities for instructional personnel
11. Observes teachers in their classrooms upon request the Assistant Superintendent, and offers insight for the enhancement of the teaching-learning situation.

12. Assists with the reviewing and evaluating results of district-wide testing programs, and for other evaluative measure used by the schools.
13. Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved programs.
14. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
15. Participates in articulation with HCRHS and sending districts.
16. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

TERMS OF

EMPLOYMENT: Salary for a twelve-month and work year to be determined by the Board/FRAA.

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

APPROVED BY: Board of Education

DATE: August 21, 2006

REVISED: _____