



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

**QUALIFICATIONS:**

- New Jersey School Administrator Certification
- New Jersey Principal Certification
- New Jersey Teaching Certification
- Five years administrative experience
- Five years teaching experience

**PRIMARY FUNCTION:** Provides district level leadership in monitoring, designing, and implementing curriculum and provides leadership in the continuous development and improvement of the instructional program.

**REPORTS TO:** Chief School Administrator

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Provides district level leadership in monitoring, designing, and implementing curriculum.
  - 1. Assists in the formulation of a philosophy and objectives for the design, implementation, and assessment of the curriculum.
  - 2. Guides development, implementation, and evaluation of instructional services.
  - 3. Implements, and coordinates a curriculum review and development process, which involves teachers, administration, Board, and community members, that insures a horizontally and vertically coordinated curriculum.
  - 4. Has a working knowledge of the N.J. Core Curriculum Content Standards, standards from the U.S. Department of Education and other national professional organizations, and international standards.



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5. Meets regularly with the curriculum committee of the Board and provides communication to the full Board of Education as requested.
  6. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
  7. Interprets and communicates the approved curriculum to the professional staff, the Board of Education, and the general public.
  8. Works with other administrators 'in analyzing standardized testing data and determining implications for curriculum and instructional practices.
  9. Maintains a curriculum library for staff use.
  10. Maintain a copy of all approved curriculum materials.
  11. Provides leadership and assistance in projects of curriculum development.
- B. Provides leadership in the continuous development and improvement of the instructional program.
1. Communicates to the chief school administrator the requirements and needs of the district as perceived by staff members.
  2. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
  3. Works with principals, curriculum committees, and teacher committees in organizing and coordinating grade level meetings and departmental meetings.
  4. Provides staff leadership to ensure understanding of and promote the educational objectives of the district, and plans and administers programs of professional development activities for instructional personnel.
  5. Develops and implements a new teacher program that coordinates with the mentoring program to provide new teachers full access to the goals, beliefs, and the instructional methods which exist at the heart of the Haddonfield educational system.



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6. Provides the leadership for an educational environment that encourages creativity, professional growth, and the excitement necessary to recruit and retain the best professionals.
7. Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs.

C. Supports the chief school administrator in the completion of his duties.

1. Insures documentation necessary to meet N.J. and Federal guidelines regarding curriculum and instruction are present. Completes reports required.
2. Assists in the location of funding for the improvement of the instructional program.
3. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall district objectives and programs.
4. Identifies necessary parent and community outreach related to curriculum and instruction and develops programs to meet those needs.
5. Prepares and administers the research and development budget and assists in the coordination of the sections of the budget that pertain to curriculum and instruction.
6. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
7. Establishes and maintains professional dialogues with instructional staff and observes teachers formally in their classrooms upon request of the principals and/or superintendent.
8. Provides leadership in optimizing staff usage to include transfers, tenure and retention decisions, and recommending positions necessary for proper implementation of curriculum.
9. Performs such others tasks and assumes such other duties as may from time to time be assigned by the chief school administrator.

**TERMS OF EMPLOYMENT:** 12 month position.



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- SALARY:** Determined by the Board of Education in consultation with the Chief School Administrator.
- EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.
- BENEFITS:** Benefits are available for full time employees according the negotiation contract.

BOE Approval Date:  
BOE Review Date: