

Caldwell – West Caldwell Public Schools - Job Description

Instructional Supervisor: Mathematics Concentration

Job Summary: The Instructional Supervisor of Mathematics leads the development, organization, implementation, coordination, innovation and evaluation of grades 6-12 instructional programs to ensure that all students meet and exceed grade level standards. In order to fulfill these expectations, the instructional supervisor will provide personalized support that is based on the goals and identified needs of individual teachers in support of school and district goals. Achieving excellence requires that the instructional supervisor works collaboratively to lead and nurture members of the staff, and communicate effectively with the community, staff, and colleagues.

Job Functions:

- Establish and promote high standards and expectations for students and staff for academic performance.
- Review school and district-level data to improve instruction, determine instructional needs, professional learning and successful attainment of building-based goals.
- Collaborate with district and school-based staff and administrators to ensure that instructional programs and services are coordinated and administered uniformly and equitably.
- Communicate school and district initiatives to department members, in collaboration with administrators.
- Ensure coordination of services and articulation (vertical and horizontal of skills and content sequences) between elementary, middle and high school levels of the instructional program by communicating frequently with the staff, principals and Director of Secondary Education.
- Lead the evaluation of curricular and instructional programming across the district, including topics such as scheduling, professional learning and curriculum development
- Coordinate and facilitate professional learning that supports data-driven improvements in teaching and learning, in support of district and building goals.
- Attend and present updates, upon request, at BOE committee and public meetings
- Select and procure instructional programs and resources, and maintain an up-to-date inventory.
- Assist in the recruitment, screening, and hiring of department personnel.
- Facilitate the intellectual and professional development of teachers through coaching cycles and professional learning opportunities to expand and improve skills.
- Assist teachers in the handling of day-to-day problems of instruction.
- Act as a resource person for department teachers on curriculum questions.
- Collect, provide feedback on and support the development of daily lesson and unit plans to ensure adherence to curriculum pacing guides and alignment to the approved curriculum
- Perform teaching duties within the scope of his/her employment and certificate(s) as may be assigned by the administrators/supervisors under the authority of the Board of Education
- Share promising practices by co-teaching with a coaching cycle, facilitate inter-visitations, lesson studies, and other opportunities to learn about effective teaching practices.
- Keep informed on educational innovations and trends as they relate to department concerns
- Demonstrate research-based best practices, including intervention, enrichment, data-driven whole and small group instruction, and the application of professional learning.
- Perform such other tasks and assume such other responsibilities as assigned by district administration.

Length of Contract: Ten-month and 15 days in accordance with the arrangement with the Board of Education.

Qualifications:

- A Master's degree from an accredited college or university.
- New Jersey Teacher's Certificate in Mathematics.
- New Jersey Principal's or Supervisor's Certificate or eligible for the same.