

# JOB DESCRIPTION

## READINGTON TOWNSHIP BOARD OF EDUCATION

**SUPERVISORS - EDUCATIONAL**  
**1739 Supervisor of Humanities**  
**Page 1 of 6**

**JOB TITLE:** SUPERVISOR OF HUMANITIES

**REPORTS TO:** Superintendent

**SUPERVISES:** Grades Pre-Kindergarten - 8 teachers, Literacy Coach(s)

### **NATURE AND SCOPE OF JOB:**

Leads the development, organization, implementation, coordination, and evaluation of the reading programs to ensure that all students meet and exceed the New Jersey Student Learning Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

### **QUALIFICATIONS:**

The Supervisor of Humanities shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a Masters degree from an accredited institution (College or University) in Humanities Education or a related field.
3. Have a minimum five years teaching experience and three years supervisory experience preferred.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent supervisory and/or teaching experience and work with students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of reading, literacy education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

11. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. College transcripts.
5. Employment interview.

**EMPLOYMENT TERMS:**

The Supervisor of Humanities shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Humanities shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.

2. Work cooperatively and collectively with principals, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the middle school and elementary levels of the literacy, social studies, world languages, and fine arts programs, etc. by communicating frequently with supervisors and principals on a regular basis.
4. Provide supervisory and coordinating responsibility for reading and literacy programs in the New Jersey Student Learning Standards.
5. Plan, organize, implement, supervise, coordinate and evaluate programs in the New Jersey Student Learning Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Leadership of the program shall include:
  - Use of data to identify student and instructional needs;
  - Clear procedures for the operation and functioning of the various programs;
  - Curriculum development to meet the Standards;
  - Vertical and horizontal articulation of skills and content sequence;
  - Coordination among the areas;
  - Consistent and regular program evaluation;
  - Personnel supervision and evaluation;
  - Personnel recruitment and recommendations for selection when vacancies occur;
  - Orientation and assistance for new staff members;
  - Communications among staff;
  - Staff development to expand and improve skills;
  - Analysis of assessments to improve instruction;
  - Resources and personnel scheduling;
  - Coordination of services with community agencies and resources;
  - Coordination and close working relationships with State and county officials, and with colleagues in other school districts;
  - Evaluation and selection of instructional materials and equipment;
  - Budget development and implementation;
  - Application for grants and monitoring grants; and
  - Compliance with all State and federal mandates.
6. Collect and analyze data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and reading and literacy programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
7. Provide leadership and coordination in the development of humanities and literacy, social studies, world languages and fine arts curricula and the implementation of literacy programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.

8. Ensure that the reading and literacy programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
9. Organize and implement a system for the evaluation and selection of equipment and reading and literacy materials that are free of prejudice and stereotyping and designed to meet the New Jersey Student Learning Standards, using staff identified criteria reflecting the needs of the program.
10. Ensure that the library media services are effectively used and support the instructional program.
11. Ensure that the literacy coach is being used effectively and efficiently to support the instructional program.11. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
12. Supervise personnel assigned, including the Literacy Coach, to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes as needed.
13. Coordinate with principals to help them develop Professional Improvement Plans for staff.
14. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
15. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
16. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
17. Provide opportunities for effective staff development that address the needs of the Humanities and literacy program, demonstration lessons and sessions in which the staff shares successful practices and strategies including, workshops, conferences, visitations
18. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
19. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
20. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
21. Keep the staff informed about the Humanities and literacy program and services and seek ideas for the improvement of instruction. Conduct meetings as necessary for the proper functioning of the instructional programs.

22. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
23. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
24. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
25. Prepare grant and other applications as requested by the Superintendent.
26. Recommend budgets to support the Humanities and literacy programs. Coordinate the purchasing of instructional materials and equipment with principals, as needed.
27. Communicate with the Superintendent regularly about the needs, successes, and general operation of the various programs and services. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards.
28. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
29. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
30. Attend required staff meetings and serve, as appropriate, on staff committees.
31. Represent the school and district at community, State, and professional meetings.
32. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
33. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
34. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
35. Perform any duties that are assigned by the Superintendent.
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and the Collective Bargaining Agreement for teachers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The Superintendent shall evaluate the Supervisor of Humanities in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 9/26/06

Revised: June 11, 2019

# DESCRIPTION

# READINGTON TOWNSHIP BOARD OF EDUCATION

**SUPERVISORS - EDUCATIONAL**

**1731 Supervisor of M/S/T**

**Page 1 of 7**

**JOB TITLE:** SUPERVISOR OF MATHEMATICS, SCIENCE AND TECHNOLOGY

**REPORTS TO:** Superintendent

**SUPERVISES:** Grades Kindergarten-8 Teachers, Math Coach(s)

## **NATURE AND SCOPE OF JOB:**

Leads the development, organization, implementation, coordination, and evaluation of the grades Pre-Kindergarten-8 Mathematics, Science, Technology, Physical Education, Health, Gifted and Talented and Enrichment programs to ensure that all students meet and exceed the New Jersey Student Learning Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

## **QUALIFICATIONS:**

The Supervisor of Mathematics, Science and Technology shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a Masters degree from an accredited institution (College or University) in Mathematics Science, and Technology or Mathematics, Science and Technology Education.
3. Have a minimum five years teaching experience and three years of supervisory experience are preferred.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience and work with students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of Mathematics, Science and Technology curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. College transcripts.
5. Employment interview.

**EMPLOYMENT TERMS:**

The Supervisor of Mathematics, Science and Technology shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Mathematics, Science and Technology shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Work cooperatively and collectively with Principals, staff and other supervisors to ensure that mathematics, science and technology programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the secondary and elementary levels of the mathematics, science and technology program by communicating frequently with the Superintendent, Supervisors and Principals on a regular basis.
4. Provide supervisory and coordinating responsibility for Mathematics, Science, Technology, Physical Education, Health programs in the New Jersey Student Learning Standards.
5. Plan, organize, implement, supervise, coordinate and evaluate programs in the New Jersey Student Learning Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Leadership of the program shall include:
  - use of data to identify student and instructional needs;
  - clear procedures for the operation and functioning of the various programs;
  - curriculum development to meet the Core Curriculum Content Standards;
  - vertical and horizontal articulation of skills and content sequence;
  - coordination among the Core Curriculum Content areas;
  - consistent and regular program evaluation;
  - personnel supervision and evaluation;
  - personnel recruitment and recommendations for selection when vacancies occur;
  - orientation and assistance for new staff members;
  - communications among staff;
  - staff development to expand and improve skills;
  - analysis of assessments to improve instruction;
  - resources and personnel scheduling;
  - coordination of services with community agencies and resources;
  - coordination and close working relationships with State and county officials, and with colleagues in other school districts;
  - evaluation and selection of instructional materials and equipment;
  - budget development and implementation;
  - application for grants and monitoring grants; and
  - compliance with all State and federal mandates.

6. Collect and analyze data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and mathematics, science and technology programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
7. Provide leadership and coordination in the development of mathematics, science and technology curriculum and the implementation of instructional programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
8. Ensure that the mathematic, science and technology programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
9. Organize and implement a system for the evaluation and selection of equipment and mathematics, science and technology materials that are free of prejudice and stereotyping and designed to meet the New Jersey Student Learning Standards, using staff identified criteria reflecting the needs of the program.
10. Ensure that the library media services are effectively used and support the instructional program.
11. Ensure that the math coach is being used effectively and efficiently to support the instructional program.
11. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
12. Supervise personnel assigned, including the math coach, to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
13. Guide principals in developing individual staff members' Professional Improvement Plans (PIP).
14. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
15. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
16. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
17. Provide opportunities for effective staff development that address the needs of the mathematics, science and technology program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.

18. Provide and coordinate services to the professional staff to assist them with classified students and with students who experience difficulty in learning. Coordinate school and community resources for students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.
19. Monitor mathematics, science and technology areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean, and safe, with proper attention to the visual, acoustic, and thermal environments.
20. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
22. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
23. Notify immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
24. Keep the staff informed about the mathematics, science and technology programs and services and seek ideas for the improvement of instruction.
25. Conduct meetings as necessary for the proper functioning of the mathematics, science and technology programs.
26. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
27. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
28. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
29. Prepare grant and other applications as requested by the Superintendent.
30. Recommend budgets to support the instructional program.
31. Coordinate the purchasing of instructional materials and equipment under the supervision of the Superintendent.
32. Communicate with the Superintendent and with the Principals regularly about the needs, successes, and general operation of the various programs and services.

33. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior.
34. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
35. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
36. Attend required staff meetings and serve, as appropriate, on staff committees.
37. Represent the school and district at community, State, and professional meetings.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
39. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
40. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
41. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
42. Perform any duties that are assigned by the Superintendent of Schools.
43. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and the Collective Bargaining Agreement for teachers.
44. Serve as District Test Coordinator for NJSLA tests, NWEA assessments, and other test programs.
45. Analyze and present student achievement data to Superintendent annually.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The Superintendent shall evaluate the Supervisor of Mathematics, Science and Technology in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 9/26/06

Revised: June 11, 2019

# Job Description

## READINGTON TOWNSHIP BOARD OF EDUCATION

Supervisors - Educational  
0300 Supervisor Curriculum & Instruction  
(SEL and Special Projects)  
Page 1 of 6

**JOB TITLE:** Supervisor of Curriculum and Instruction (Social/Emotional Learning and Special Projects)

**REPORTS TO:** Superintendent

**SUPERVISES:** Teachers in grade Pre-Kindergarten through grade 8; School Counselors

### **NATURE AND SCOPE OF JOB:**

This position will require an individual to have a keen understanding of areas related to Social and Emotional Learning Initiatives (SEL) suitable for grades K-8 and have the ability to coordinate programs associated with SEL. The successful candidate will have experience developing and implementing lessons in a classroom setting related to SEL. The individual will also possess the skills to address the following areas related to Social and Emotional Learning: writing curriculum; providing workshops for teachers and parents; serving as a resource for students, staff, administrators and parents; supervising individuals responsible for school climate and culture; and having a visionary outlook for a district-wide Social and Emotional Learning program.

### **QUALIFICATIONS:**

The Supervisor of Curriculum and Instruction (SEL and Special Projects) shall:

1. hold a New Jersey certificate in supervision and/or administration;
2. hold a Master's Degree from an accredited college or university
3. possess a passion and knowledge for the development and implementation of SEL initiatives in school settings;

**Supervisors - Educational**  
**0300 Supervisor Curriculum & Instruction**  
**(SEL and Special Projects)**  
**Page 2 of 6**

4. demonstrate good communication skills with K-8 students as well as adults;
5. demonstrate excellent leadership and organizational skills and the ability to motivate people;
6. Have a minimum of five years teaching or educational services experience;
7. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
8. be capable and experienced in writing curriculum;
9. demonstrate a good rapport with colleagues, administrators, parents and students;
10. demonstrate creativity and a focused vision;
11. possess an eagerness to learn and be willing to attend out of district workshops and conferences;
12. continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
13. possess and exhibit good listening skills;
14. demonstrate a knowledge and an understanding of child growth and development, effective instructional strategies, and classroom management;
15. have experience supporting staff members in a variety of ways;

16. demonstrate flexibility and a sense of calm under pressure;
17. certifications in kids and adult yoga or similar practice are recommended;
18. meet all governmental and Readington Township certification and application requirements;
19. demonstrate the ability to communicate effectively in English, both orally and in writing;
20. must hold a valid New Jersey Teaching certification and/or appropriate educational services certification such as School Counselor, School Psychologist or School Social Worker;
21. hold a valid New Jersey driver's license with no serious violations.
22. meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor (SEL and Special Projects) shall:

1. work cooperatively and collectively with principals, staff and supervisors to ensure that instructional programs and services related to SEL are coordinated in the schools uniformly and equitably;
2. mentor teachers in character education concepts;
3. teach lessons for students in grades PK-8 and model lessons for staff in grades PK-8;
4. create grade-level appropriate videos in the areas of SEL to be used in school and at home;

**Supervisors - Educational**  
**0300 Supervisor Curriculum & Instruction**  
**(SEL and Special Projects)**  
**Page 4 of 6**

5. team-teach with teachers to address and identify behavioral needs;
6. write SEL and/or Character Education curriculum and Guidance Curriculum;
7. assist in curriculum revision for all content areas to infuse activities and resources related to SEL;
8. communicate and collaborate with board members, administrators, staff, students and parents in various settings such as faculty meetings, in-service days, board meetings, teacher academies;
9. provide SEL resources for board members, administrators, staff, students and parents;
10. teach workshops related to SEL (Teacher Academies, Curriculum Days);
11. observe and, when necessary, consult with teachers regarding strategies to use in their classroom throughout the school day;
12. supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;
13. attend workshops and conferences for continuing education in the areas of SEL;
14. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
15. demonstrate experience using google and its many features and applications to coordinate program initiatives;
16. head assemblies or find assembly topics related to SEL.
17. provide program of supervision to school counselors and conduct meetings as necessary for the proper function of the school counseling program (HIB, School Climate and Culture, SEL, and curriculum) and school counseling services.

18. Provide training for new teachers through the new teacher mentor/induction program in SEL.
19. Make regular, systematic visits and/or conferences with guidance counselors and teachers for the purpose of helping each staff member to become more professionally effective in the area of SEL and other areas related to SEL.
20. Communicate regularly with the Superintendent and with principals about the needs, successes, and general operation of the various SEL programs. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior.
21. Serve as the Anti-Bullying Coordinator (HIB) and file reports as necessary as they related to the role of Anti-Bullying coordinator.
22. Assist the Supervisor of Pupil Services in job functions that related to bullying, school climate and culture, and other areas related to the intersection of special services and SEL.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
24. Perform duties related to any specialized projects that come up that are related to SEL, character development, school climate and culture, student discipline, school counseling services, student behavior, and any other areas deemed appropriate by the Superintendent.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

**TERMS OF EMPLOYMENT:**

The Supervisor (SEL and Special Projects) shall be employed under the following items:

1. work year is established as a twelve (12) position;

**Supervisors - Educational**  
**0300 Supervisor Curriculum & Instruction**  
**(SEL and Special Projects)**  
**Page 6 of 6**

2. salary, benefits and leave time as specified in the Collective Bargaining Agreement;
3. conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

**EVALUATION:** The Superintendent shall evaluate the Supervisor (SEL and Special Projects) in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 11, 2019