

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF LANGUAGE ARTS LITERACY

QUALIFICATIONS:

- Valid New Jersey Supervisor's Certificate
- A minimum of five years of successful teaching experience in a public school setting
- Active involvement in the development of language arts literacy curriculum.
- Knowledge of current research and practices in the teaching of language arts, including the writing process and program assessment
- Strong communication, organizational, interpersonal and group leadership skills, as well as classroom demonstration skills
- Possess strong technology skills and knowledge of various platforms
- Ability to evaluate instructional materials
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent of Schools

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Work with newly hired staff to orient them to the language arts literacy curriculum.
2. Present demonstration lessons to staff.
3. Oversee and assist in the implementation of the language arts curriculum and its assessment components.
4. Communicate with administrators, staff, community groups and the Board of Education in order to maintain dialogue necessary to provide for a full understanding of the language arts literacy program.
5. Assist with the planning, organization and implementation of professional development activities.
6. Plan, organize and implement State of New Jersey and Board of Education approved testing programs. Provide analysis and interpretation of testing and assessment data.
7. Plan, organize and participate in after school and evening meetings.
8. Work closely with building principals to train and evaluate staff teaching proficiency.
9. Assist with curriculum development, creating the scope, sequence and expected array of skills students are required to achieve.
10. Identify appropriate assessment tools to determine students needs and growth.
11. Perform other tasks as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable

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accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 6/3/2009

Revised: 10/28/2020