

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF MATHEMATICS

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 mathematics curriculum
- Knowledge of current research and practices in the teaching of mathematics, including program development and 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. Works with newly hired staff to orient them to the mathematics curricula.
2. Presents demonstration lessons to staff.
3. Oversees and assists in the implementation of the mathematics curriculum and its assessment components.
4. Assists with the planning, organization and implementation of professional development activities.
5. Plans, organizes and implements State of New Jersey and Board of Education approved testing programs. Provides analysis and interpretation of testing and assessment data.
6. Plans, organizes and participates in after school and evening meetings.
7. Assists with the preparation of grants and proposals.
8. Assists with observations and evaluations of staff.
9. Performs 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 accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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JOB DESCRIPTION

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: 2/22/2023