

# **WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION**

## **SUPERVISOR OF INSTRUCTION- EARLY CHILDHOOD EDUCATION**

### **QUALIFICATIONS:**

- Valid New Jersey Supervisor's Certificate
- A minimum of five years of successful teaching experience in a public school setting
- Prior educational supervisory experience
- Knowledge of current research and practices in early childhood education
- 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:** Director of Curriculum and Instruction

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

1. Oversee and assist in the implementation of the Early Childhood curriculum and its assessment components.
2. 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 Early Childhood program.
3. Assist with the planning, organization and implementation of professional development activities.
4. Work closely with building principals to train and evaluate staff teaching proficiency.
5. Assist with curriculum development, creating the scope, sequence and expected array of skills students are required to achieve.
6. Provide/assist with strategies designed to help teachers and other professionals optimize children's learning and development in all domains.
7. Identify appropriate assessment tools to determine student's needs and growth.
8. Supervise registration, recruitment and outreach efforts.
9. Facilitate transition initiatives in collaboration with other preschool through third grade administrators.
10. Coordinate annual program evaluation.
11. Perform other tasks as assigned by the Director of Curriculum and Instruction.

### **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.

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## 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.

### 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: 3/13/2024