

# MONMOUTH REGIONAL HIGH SCHOOL

## **TITLE**                      **SUPERVISOR OF INSTRUCTION**

**Reports to:**                Principal

**Supervises:**              Primary – Instructional staff as assigned  
Secondary – Instructional staff, support staff, other persons employed by the Monmouth Regional High School Board of Education, students, and others present on school property.

### **Nature and Scope of the Job:**

The Supervisor is responsible and accountable for the quality of instruction and the development of curriculum in his/her discipline. He/she advises, makes recommendations to and assists the Principal and Superintendent of Schools in the formulation and implementation of school objectives, policies and plans.

### **Qualifications:**

1. Valid New Jersey Supervisor, School Administrator or Principal certificate.
2. Minimum five (5) years' successful teaching experience.
3. Demonstrated leadership in school improvement, program development and curriculum integration.
4. Ability to plan, organize and administer professional development programs.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Maintains physical and mental capability to perform the functions of Supervisor.

### **Employment Terms:**

11 Month Position. Salary to be determined by the Board of Education.

### **Job Functions and Responsibilities:**

1. Works with the Principal, other Supervisors, Directors and Teachers in developing curriculum, and assists in the formulation of a philosophy and objectives for the overall instructional plan.
2. Studies, evaluates, and recommends to the Principal or Superintendent of Schools new instructional materials, methods and programs.
3. Implements a Departmental in-service, staff development program for the primary instructional staff, and interfaces with the school-wide staff development program.
4. Participates in the work of local, state and national curriculum study organizations and networks through attendance at local and professional conferences and conventions.

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5. Shares with the staff current research in such areas as curriculum development and pedagogical innovations through curriculum bulletins, guides, handbooks and departmental meetings.
6. Schedules and organizes subject, ability, grade level and departmental meetings in order to affect horizontal and vertical articulation of the instructional program of Monmouth Regional High School and our sending districts.
7. Interprets to the parents, Board of Education and public at large the educational program of Monmouth Regional High School, as requested by the Superintendent of Schools.
8. Maintains a curriculum reference library for use by the instructional staff.
9. Secures and makes available to the staff a variety of current instructional materials, textbooks and curriculum guides, and coordinates the selection thereof in consultation with faculty committees, recommending those selected to the Principal or Superintendent of Schools for adoption by the Board of Education.
10. Recommends and directs teacher attendance at conferences, workshops and meetings designed for continued professional development.
11. Works in conjunction with the special services department in planning the instructional program for the special education students.
12. Meets regularly with all Administrators and Supervisors of Instruction for the purpose of maintaining ongoing communication regarding a wide spectrum of school related issues.
13. Carries out such special functions, projects or assignments as the Principal or Superintendent of Schools may direct.
14. Conducts classroom observations and provides supervision and evaluation of teachers and non-certified staff, in accordance with district policy, or as requested by the Principal or Superintendent of Schools.
15. Assists in the development and coordination of the portions of the budget that pertain directly to their areas of responsibility.
16. Actively participates in the recruitment, screening, hiring, training and assignment of personnel.
17. Assumes responsibility for the evaluative measures used within her/his department and for reviewing and evaluating results of local state and national testing programs.
18. Develops, with the Principal and Teachers, a common file of resource persons whose special knowledge and skills are available to the school.

#### **Evaluation:**

Performance on this job will be evaluated by the Principal not less than three (3) times per year in accordance with State law and the provisions of the Board Policy on evaluation of certified staff. Upon attaining tenure, evaluations will be two (2) times per year but in no case less than once (1) annually.

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**Approved**

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**Date**

**Legal References:**

N.J.S.A. 18a:7-1 Criminal history record;employee in regular contact with students;  
Grounds for disqualification from employment;exception  
N.J.S.A. 18A: 16-2 Physical examinations; requirement  
N.J.S.A 18A:22-8.6 Cost of transportation over hazardous routes; designation as separate  
budget line item; authority of commissioner to cut line item restricted  
N.J.S.A. 18A:25-2 Authority over students  
N.J.S.A 18A:39 Transportation to and from schools  
N.J.S.A 18A:39-1.3 and 1.4 Transportation costs  
N.J.S.A 18A:25-2 Authority over students  
N.J.S.A.27:IB-25 State aid to counties and municipalities  
N.J.S.A 18A:39 Transportation to and from schools  
N.J.A.C. 6:3-8.9 Transportation (homeless students)  
N.J.A.C. 6:3-9.1 et seq. School ethics commission  
N.J.A.C. 6:8-4.9(a)5 Transportation contracts  
N.J.A.C.6:21-1.1 et seq. Student Transportation  
N.J.A.C.6:28-3.8(a)5 Transportation of special education students  
N.J.A.C. 6:29-7.4 Physical Examinations  
49 U.S.C.3701 et seq. Commercial Motor Vehicle Act of 1986  
Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Employee/supervisor training, 49 CFR 382.1202, 1203 school bus drivers, 49 CFR  
382.103

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. 2717 et set.  
(regulations prohibited in 1994)

**First Reading Board of Education: October 6, 2015**