

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Director of Curriculum

Qualifications:

1. Doctorate or doctoral studies preferred
2. NJ Supervisor or Principal certification required
3. Successful classroom and building administrative experience in elementary and/or secondary education
4. Ability to work on site during the hours required
5. Demonstrated aptitude or competence for assigned responsibilities
6. Required criminal background check and proof of U.S. citizenship or legal alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Assistant Superintendent for Instruction

Job Goal: Assist with the management of all aspects of the P-12 curriculum development for the Montclair Public Schools

Performance Responsibilities:

1. Coordinate the assessment, development, articulation, and implementation of all district curriculums; 2. Work with district administrators, subject matter leaders and department chairpersons in matters pertaining to curriculum; 3. Assist with all staff development and program alignment as they relate to curriculum and instruction; 4. Align and communicate curriculum objectives and proficiencies with the student testing program; 5. Serve as administrative liaison with school and administrative councils as needed; 6. Assist teachers understanding and effectively implementing curriculum; 7. Develop/supervise summer curriculum activities; 8. Assist with the annual budget process as it relates to the department of instruction; 10. Coordinate other activities as requested by Assistant Superintendent for Instruction; 9. Oversee multicultural curriculum implementation and infusion; 10. Prepares drafts of needed board policies and administrative rules for the superintendent's review and/or board action; 11. Participates in the selection and recommendation for adoption of all textbooks and supplementary instructional materials and delivery systems; 12. Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools; 13. Attends board meetings and prepares such reports for the board as the superintendent may request; 14. Evaluates the performance of assigned personnel in accordance with law, code and board policy; 15. Enforces all board policies, administrative directions and state laws/regulations; 16. Keeps supervisors and school community informed of requirements, events and activities in the area of curriculum and instruction; 17. Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district; 18. Aligns departmental priorities with district standards and objectives; 19. Other duties as assigned or as related to the central job goal/

Terms of Employment: 12 month, salary to be determined by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of administrative staff.

ESTABLISHED: 1983  
Revised: 12/84, 4/85, 8/88, 1994, 2011