
Oradell Public School District

Job Description

Job Title: Subject Area Supervisor
FTE: Part Time (.5 FTE) – 20 Hours per Week
Reports to: Superintendent
Evaluator: Superintendent
Salary: As per OAA Contract
Date Approved:
Date Revised: June 16, 2017

JOB PURPOSE:

The Subject Area Supervisor oversees all aspects of curriculum within the assigned content area(s). Specific content areas will be assigned based upon the knowledge, skills, and qualifications of the successful applicant. This administrator is responsible for the professional development of staff members who teach the assigned subject area(s), and subject area curricular materials, for Grades K - 6. This individual, directly responsible to the Superintendent, works closely with teachers, administrators, and parents in structuring an effective and efficient program, tailored to the needs of Oradell students.

JOB QUALIFICATIONS:

Including but not limited to:

A minimum of five (5) years classroom teaching experience
A Standard New Jersey Teacher Certification
New Jersey Supervisor Certification

ESSENTIAL JOB FUNCTIONS:

Conceptualize the direction and goals of the District's Subject Area programs in Grades K – 6, and ensure their proper implementation.

Demonstrate initiative in developing programs consistent with the overall policies and direction of the school system, and assist in the planning and preparation of requests for additional programs to be funded by any federal or state agencies, and/or any private organizations or foundations.

Assist in the proper implementation of the District's subject-specific programs for Grades K – 6, according to applicable State code.

Supervise all aspects of assigned subject area curriculum development for Grades K - 6, including all subject area materials and resources.

Responsible for coordinating staff planning efforts relative to the development of any instructional equipment, basic study, reference or resource materials for subject area programs throughout the District.

Assist in evaluating any teachers and specialists who support or implement subject area curricula in Grades K - 6, as directed by the Superintendent.

Develop in-service programs to help subject area teachers and specialists in Grades K – 6, attain and maintain a high degree of professional competence, including working with staff curriculum planning committees and professional organizations and other groups as required.

Assist in providing in-service orientation and induction training for all new subject area teachers and Specialists in the District.

Supervise and support the full range of differentiated support and remedial systems and programs provided to the continuum of learners in the regular education classroom, from RTI Tiers to G&T Tiers.

Collaborate with any other appropriate staff members on any issues related to remedial programs in subject area(s), including the development and implementation of any remedial instructional programs; as well as on any co-teaching activities, in order to ensure that all remediation is aligned with and supports mainstream classroom instruction.

Conduct staff meetings and provide leadership, instruction and motivation; while also maintaining morale, efficiency and professional growth of all staff members in Grades K - 6.

Keep abreast of, and interpret to the staff, the current research in relevant areas of curriculum development, teaching and learning.

Work with administrators as needed, on the preparation of their yearly schedules for subject area instruction.

Assist with the recruitment, screening, hiring, training and assigning of instructional personnel, as needed.

Participate in administrative and supervisory meetings, as appropriate.

Assist in preparing, developing and organizing budget, bids and requisitions, as needed.
Performs other tasks as assigned by the Superintendent.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORK ENVIRONMENT:

District-Wide

PHYSICAL DEMANDS:

Standard

TRAVEL:

This position requires travel on occasion to school locations and/or department locations.

TERMS OF EMPLOYMENT:

Salary to be determined by the Board of Education

This is a 12-month, part-time position. A work-week will consist of 20 hours, which will be divided over five half-days per week, from either 8:00 AM – 12:00 PM; or from 12:00 – 4:00 PM. A weekly schedule will be established in consultation with the Superintendent. There is no lunch break. Flexible hours may be approved by the Superintendent, as needed, or at certain holidays.

EEO STATEMENT:

Oradell Public School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national

origin, age, disability or genetics. In addition to federal law requirements, Oradell Public School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management and the Oradell Board of Education:

Superintendent: _____

Date: _____

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 through -7.5 Criminal History Record
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 6:3-4A Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C. A. 1100 et seq.