



# WALL TOWNSHIP PUBLIC SCHOOLS

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**Title:** Assistant Superintendent for Curriculum and Instruction

**Qualifications:**

1. New Jersey Principal and/or School Administrator Certificate or Certificate of Eligibility
2. Masters Degree or Doctoral Degree in Administration and Supervision
3. Minimum of five years of administrative experience, some building- level administration experience preferred
4. Strong skills in leadership, problem solving, communication and organization
5. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
6. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

**Reports to:**

Superintendent of Schools

**Job Goal:**

To provide leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and district operations

**Performance Responsibilities:**

1. Works with the board of education, superintendent of schools, principals, directors, supervisors, faculty, and community residents, as appropriate, in developing the general philosophy, goals and policies of the instructional program for the Wall Township Public Schools.
2. Assists the superintendent of schools in the supervision and evaluation of district personnel and in the operations of the schools pursuant to the identification of and the addressing of school, staff, and students' needs pursuant to the development, implementation, and assessment of curriculum and professional staff development activities.
3. Provides leadership to ensure the understanding of and the promotion of the educational objectives of the district.
4. Works with administrators and faculty in organizing and coordinating appropriate grade level and department meetings as well as special committees, in order to effect horizontal and vertical continuity and articulation of the instructional program (preK-12) throughout the district.



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5. Assists the superintendent of schools and works with appropriate district personnel in the development of district policies and regulations for the smooth implementation of the instructional program of the Wall Township Public Schools and ensures correct and consistent implementation of such policies and regulations.
6. Assists the superintendent of schools in the recruitment, screening, training and assigning of instructional personnel in the Wall Township Public Schools.
7. Provides leadership in the development and implementation of a comprehensive program for the assessment of personnel, instruction, and curriculum. Included in this responsibility is the observation and evaluation of designated personnel (principals, directors, supervisors, and teachers).
8. Demonstrates leadership in assessing needs, planning, administering and evaluating a multifaceted in-service education program for both the administrative and instructional staff in the district.
9. Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
10. Supervises the process pursuant to the development of curriculum documents and related materials prepared by personnel in the Wall Township Public Schools.
11. Supervises the process pursuant to the selection of textbooks and instructional materials for the district in cooperation with building principals, curriculum assistants, and faculty.
12. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs in the Wall Township Public Schools.
13. Serves as district representative to various county, state, and national curriculum associations and committees.
14. Demonstrates leadership in implementing a comprehensive ongoing program for communicating with a variety of audiences about district programs, student achievements and faculty accomplishments and presenting a positive image of the Wall Township Public Schools throughout the community, county and state.
15. Interprets the present curriculum changes to the board of education, the administration, the staff and the general public.
16. Assists the superintendent, school business administrator, building principals, directors, and supervisors in the development and coordination of the sections of the budget that pertains to curriculum and instruction.
17. Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction in the Wall Township Public Schools
18. Ensures that all district curriculums have been approved by the board of education in accordance with state regulations and district needs.
19. Attends Board meetings and prepares reports and position statements as requested by the Superintendent. Attends and presides over other meetings as the Superintendent designates.
20. Performs the role of liaison to ad hoc committees of the Board of Education, as designated by the Superintendent.
21. Performs the role of liaison to the board of Curriculum and Instruction Committee and prepares and submits reports and other documents as required by the Superintendent.



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22. Prepares annual and intermittent federal, state and county reports and grants as required.
23. Prepares, directs, and submits the district's annual professional development plan to the State of New Jersey.
24. Supervises the new teacher orientation programs on teaching procedures, materials for instruction, and pupil-teacher relationships.
25. Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent of schools.

### **Terms of Employment:**

Non-aligned, Certificated Staff 12-month position as specified in contract with the Board of Education

### **Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**Approved: March 22, 2022**