

# **SOUTH ORANGE MAPLEWOOD SCHOOL DISTRICT**

525 Academy Street, Maplewood, NJ 07040

## **JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>ENGLISH/LANGUAGE ARTS SUBJECT SUPERVISOR (Grades 9-12)</b>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Administrative certificate with either a school administrator, principal, or supervisor endorsement</li><li><input type="checkbox"/> Master's Degree or graduate level study in the appropriate subject area preferred</li><li><input type="checkbox"/> Successful experience in teaching the subject area, curriculum development, program implementation, program assessment, and staff development</li></ul>
<b>REPORTS TO</b>	Columbia High School Principal
<b>JOB GOAL (S)</b>	As a teacher of teachers, the subject supervisor will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. The primary goals of the subject supervisor are to effectively lead the subject area instructional program 9-12 in ensuring the development of appropriate student skills; to maintain the K-12 district vision for the appropriate subject area, and to articulate the K-12 program. The subject supervisor will supervise the 9-12 department staff and serve as the primary evaluator. The 9-12 subject supervisor will teach one class in the subject area.

## **PRIMARY RESPONSIBILITIES**

<b>1.</b>	Implements the district's curriculum as it applies to the 9-12 subject area;
<b>2.</b>	Provides coaching assistance and models best practices for all 9-12 teachers in the appropriate subject area;
<b>3.</b>	Leads staff development programs necessary for teachers to develop and implement the 9-12 program successfully in conjunction with the building principal and assistant principals;
<b>4.</b>	Oversees the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment, as well as repairs, as appropriate for the subject area;
<b>5.</b>	Maintains linkage with other program areas, as well as other professional and community groups; provides periodic presentations to parents and other community groups;
<b>6.</b>	Conducts department and curriculum meetings; works in order to effect horizontal and vertical continuity and articulation of the K-12 program;
<b>7.</b>	Demonstrates a mission which includes knowledge of innovations and current trends in

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	teaching and learning in the appropriate subject area;
8.	Demonstrates the ability to create the educational conditions under which the innovative and current trends would be included in an educational program;
9.	Develops, administers, and monitors a budget to support the 9-12 subject area program in conjunction with the building principal and assistant principals;
10.	Demonstrates the ability to integrate educational technology into the delivery of the 9-12 program;
11.	Collaborates with the building principal in recommending teachers in the appropriate 9-12 subject area for employment and assignment;
12.	Assists the Office of Human Resources in recruiting subject area teachers 9-12;
13.	Performs all other duties assigned by the Columbia High School principal.

**TERMS OF EMPLOYMENT:**

11 months

Salary determined by the ASCA negotiated agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:**

**Revised:**