



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Elementary Supervisor	REPORTS TO:	Superintendent /Director of Elementary Education
---------------	-----------------------	--------------------	--

QUALIFICATIONS:	1. Valid New Jersey Supervisor Certificate. 2. Minimum of five year's teaching experience.
------------------------	---

GENERAL DESCRIPTION:

The Elementary Supervisor shall be responsible for the overall supervision, for the execution of duties as defined and coordination, articulation, and improvement of the elementary programs.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Oversees the review, revision, and direct the writing of curriculum for grades K-5.
2. Schedules and organizes grade level and subject area meetings in order to effect consistency and articulation of the instructional program among the four elementary schools and the middle school.
3. Schedules and organizes meetings with principals and teachers to discuss implementation of the curriculum.
4. Coordinates the selection of textbooks and instructional materials throughout the elementary schools through the use of faculty committees and recommend those selected to the Superintendent for adoption by the Board of Education.
5. Coordinates curriculum materials among schools.
6. Coordinates professional development opportunities for grade level and/or building staff on curriculum implementation.
7. Serves as a resource to parents on elementary education concerns.
8. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
9. Conducts classroom observations and provide supervision/evaluation of teachers as requested by building principals or central office administration.
10. Prepares a budget for district programs and professional development for staff in all four schools and create purchase orders.
11. Secures and makes available to the staff samples of various instructional materials, textbooks, and curriculum guides.
12. Performs such other tasks and assume such other responsibilities as assigned by the principal or Superintendent/Director of Elementary Education.

WORK YEAR: Ten plus one month position.	

DATE APPROVED:	
BY:	Board of Education