



### Job Description

<b>Position Title:</b>	Curriculum Supervisor/ Instructional Coach
<b>Supervisory Position:</b>	Yes
<b>FLSA Status:</b>	Exempt
<b>Terms of Employment:</b>	12 Months
<b>Reports To:</b>	Principal/Lead

---

**Job Goal:** Under the general supervision of the School Principal/Lead, to administratively support the curriculum, Principal/Lead, subject matter specialists, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for curriculum and instruction.

#### Job Qualifications:

1. Master's Degree or higher is required from a regionally accredited college or university.
2. NJ Department of Education Supervisor Certification or its out of state equivalent is required.
3. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
4. Job related experience is required.

#### Essential Functions:

1. Work with the Principal/Lead, subject matter specialists, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for curriculum and instruction.
2. Oversee the development and timely revision of curriculum aligned with state regulations.
3. Develop and maintain a system for monitoring student progress data, including school wide diagnostic screening as required by regulation, and other data focused on improving student progress in learning the state curriculum.
4. Keep up-to-date with state and federal regulations pertaining to the evaluation of teaching staff and collaborates with administrative staff in developing and implementing a school program of teacher evaluation in accordance with applicable laws.
5. Play a key role in the development of a program of professional development for staff, and school improvement aligned with state regulations.
6. Study, evaluate, and recommend to the Principal/Lead instructional materials, teaching methods, programs, evaluations, and data monitoring methods.
7. Provide leadership in the development of the K-8 instructional program, specifically methods of teaching, for all areas of the curriculum.
8. Assist in the development and implementation of the school's in-service education program for the instructional staff.
9. Participate in the work of regional, state, and national curriculum study organizations and groups.
10. Recommend to the Principal/Lead the addition of new courses and grade placement.
11. Schedule and organize grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the school.
12. Plan and present meetings, as required, for the purpose of interpreting to the Board of Trustees and to the parents and public at large the educational program of the school.
13. Maintain curriculum resources for the use of the staff, including materials such as state DOE provided information, informational articles, samples of various instructional materials, textbooks, and curriculum guides.
14. Coordinate the selection of hardcopy and digital instructional materials throughout the school, makes use of faculty committees as necessary, and recommends those selected to the Principal/Lead for adoption by the Board of Trustees.



**ATLANTIC COMMUNITY  
CHARTER SCHOOL**

15. Keep abreast of and interprets to the staff the current research and state requirements in the area of curriculum and instruction.
16. Recommend teacher attendance at conferences and meetings planned for professional development and growth.
17. Conduct classroom observations and provide supervision/evaluation of teachers and noncertified staff as assigned by the Principal/Lead.
18. Assist in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on and curriculum and instruction.
19. Assist in the recruitment, screening, hiring, training and assigning of instructional personnel.
20. Assume responsibility for reviewing and evaluating results of school-wide testing programs and for other evaluative measures used by the school.
21. Provide leadership in the development and monitoring of the general education system of Response-to-Intervention methods and processes.
22. Participate in the development and delivery of in-service programs and parent seminars related to effective teaching methods.
23. Strive to maintain and improve professional competence and to keep abreast of latest professional practice/methods and law.
24. Serve as member of the school's Attendance Action Team.
25. Serve as member of the school's Intervention and Referral Services team.
26. Serve as Coordinator of school book fair; held twice a year.
27. Assist in the management of the interventionist staff.
28. Perform other related duties as assigned by the Principal/Lead.

**Physical Requirements:** While performing the duties of this job, the employee is occasionally required to stand, sit, use hands to the finger(s), handle, or feel objects, tools or controls, use fingers to type and/or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close, distance, and color vision, peripheral and depth perception and the ability to adjust focus. The physical demands of this position will also include the ability of the individual to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

**Work Environment:** This position normally performs the majority of work in a school building or work office environment.

**Atlantic Community Charter School (ACCS) Employee Responsibilities:** All employees of ACCS are expected as a requirement of their specific job function to:

1. Represent one's self and ACCS in a positive and professional manner consistent with a personal commitment to fulfilling the school's mission statement and core values while displaying service and involvement, creativity and innovation, dignity and respect, personal and professional integrity, and a duty to safeguard sensitive or confidential information from intentional or unintentional disclosure.
2. Interact and work cooperatively with students, parents, staff and the ACCS community in a timely and courteous manner.
3. Maintain current working knowledge of policies and regulations necessary to answer work-related and general information questions.
4. Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession.
5. Participate in school/departmental activities, meetings, and/or committees to advance school initiatives and to foster personal input and professional teamwork and to assist ACCS in achieving the goals of the strategic plan.
6. Abide by all Federal and State laws, Board policies and ACCS regulations.

**Note:** ACCS has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.

**Board Approval: January 21, 2021**