



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Director of Curriculum, K-5

Qualifications:

1. Principal's Certificate required
2. Masters Degree in Related Field
3. Exceptional writing, oral, interpersonal, and analytical skills
4. Strong leadership and communication skills
5. Experience as a teacher and school building-level administrator and demonstrated leadership in the area of curriculum development
6. Required criminal history background check and proof of US citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
8. Other qualifications or alternative qualifications as determined by the Superintendent of Schools

Reports to:

Assistant Superintendent of Curriculum and Instruction

Job Goal:

- To assist the Assistant Superintendent by providing leadership in the planning, implementation, articulation, and evaluation of all K-5 instructional programs and curricula.

Performance Responsibilities:

1. Collaborates with the Assistant Superintendent of C&I to provide vision, direction, management and oversight for all aspects of the K-5 program, including but not limited to: goals; budgets; curriculum; student assessment; program evaluation; data collection and analysis; school improvement plans; and compliance.
2. Evaluate K-5 teachers throughout the District as assigned.
3. Assists the Assistant Superintendent with the administration of Entitlement Grants.
4. Collaborates with District personnel to drive district-wide instructional improvements in a coherent manner that supports Board and District goals.
5. Provides leadership and guidance in the process of K-5 curriculum planning, coordination, and evaluation.
6. Collaborates with District personnel on matters related to student wellness and social emotional learning.
7. Assists in the planning and administration of staff development.
8. Develops and administers in-service programs for professional staff based on district priorities and instructional improvement.

9. Plans and directs K-5 curricular work during the summer.
10. Participates in the selection and recommendation of for adoption of all textbooks, virtual materials and other supplementary instructional materials.
11. Collects, compiles, and analyzes and reports data to inform decisions and oversees the training of K-5 teachers on the use of data to drive instruction.
12. Creates, manages, and maintains databases for longitudinal examinations of data.
13. Collaborates with district personnel to ensure the implementation of RTI strategies.
14. Assumes responsibility for his/her continuing professional growth and development through attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
15. Performs other duties which may be assigned or required by the Superintendent of Schools, law, code, regulation or board policy.

Terms of Employment:

WTASC, 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.

Adopted: 2/13/2024