

## JOB DESCRIPTION

### DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION  
FAIRFIELD, NJ

**MANDATED**  
ADMINISTRATION

- POSITION TITLE: • DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL
- QUALIFICATIONS:
- Valid New Jersey School Administrator Certification or Certificate of Eligibility
  - Minimum of 5 years' successful experience in teaching or site-level administrative experience
  - Experience in leading curriculum design and implementation and professional development activities
  - Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development, and school improvement
  - Strong organizational, leadership and communication skills
  - Required criminal history check and proof of U.S. citizenship or resident alien status
- REPORTS TO: • Superintendent of Schools
- SUPERVISES: • All certified and noncertified staff in the District
- JOB GOALS:
- To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.
  - To develop, administer, implement, supervise, and coordinate the District's curriculum.

#### PERFORMANCE RESPONSIBILITIES: DIRECTOR OF CURRICULUM AND INSTRUCTION

- Assumes leadership role in the development, evaluation, and revision of the District's instructional program/curriculum and achievement of the NJ Core Curriculum Content Standards, Common Core State Standards, and District goals.
- Plans, organizes, and supervises all curricular and extracurricular activities.
- Collaborates with the administrative and teaching staff to achieve program effectiveness.
- Meets regularly with the staff for the purpose of maintaining ongoing supervision, coordination, and implementation of the District curriculum.
- Produces curriculum documents to be distributed to staff as required.
- Assists and coordinates certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth and staff development activities.
- Plans and presents a series of meetings each year for the purpose of interpreting to the Board of Education, parents, and public at large the educational program of the District's schools.

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- Assists with the annual budget process as it relates to curriculum and instruction.
- Coordinates the evaluation and selection of appropriate textbooks and instructional materials for educational programs.
- Coordinates District level meetings with administrative and instructional staff in developing the total school curriculum, and assists in the formation of a District philosophy and goals, which allows for horizontal and vertical consistency and articulation of the instructional program.
- Responsible for satisfying all state and federal requirements, summer, gifted, remedial program, and NCLB mandates.
- Establishes and maintains positive community relations through parent advisory committees, newsletters, orientation programs, and workshops.
- Coordinates student assessment and standardized testing program and manages the collection and analysis of District and school student achievement data.
- Attends Board and Committee meetings as deemed desirable by the Superintendent, and prepares such reports which the Superintendent and the Board may require.
- Advises the Superintendent of any trends in test scores and methods in which test scores may be improved.
- Remains current in the field by attending workshops, seminars and conferences and by review of current literature.
- Shares with staff the current research in the areas of curriculum development and teaching and learning.
- Develops and oversees the adoption and compliance of the District's comprehensive equity plan.
- Studies, evaluates, and as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods, courses, programs, and tools.
- Advises and/or develops submission of federal and state grants.
- Develops a professional library containing curriculum materials, research materials, and staff development materials maintained in a central location.
- Holds membership in educational organizations, local, state, and national relating to the Office of Curriculum and Instruction.
- Monitors the delivery of the instructional program.

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- Assumes responsibility for the implementation of approved programs.
- Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student, serving as a resource person to staff for this and other activities.
- Coordinates and assists certified staff in their efforts to assess student's academic progress and personal growth toward stated objectives of instruction.
- Coordinates and assists certified staff in their efforts to maintain records of student's educational progress in class record books and/or Board approved forms or process and to summarize these marks for reporting purposes.
- Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.
- Coordinates and assists certified staff in their efforts to budget class time effectively.
- Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school programs.
- Coordinates and assists certified staff in their efforts to devise written and oral assignments and criterion referenced tests that require analytical and critical thinking as well as the reproduction of facts that reflect their knowledge of the curriculum.
- Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program.
- Develops and/or assists the Superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
- Attends meetings as assigned and accurately reports back to certified staff on items related to achieving District educational goals.

### PERFORMANCE RESPONSIBILITIES: PRINCIPAL

#### SCHOOL LEADERSHIP

- Assumes responsibility for the management of the school in accordance with law, administrative code, and Board Policies and Regulations.
- Exercises leadership in school-level planning for improvement of instruction.
- Establishes and maintains an effective learning climate in the school.

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- Keeps the Superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

### Supervision and Evaluation of school staff

- Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals.
- Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate.
- Conducts staff meetings as necessary for the proper functioning of the school.

### Office Management and Administrative Efficiency

- Prepares and submits the school's budget requests and monitors the expenditure of funds.
- Establishes and maintains an efficient office system to support the administrative functions of the school.
- Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
- Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as require by law and administrative code.
- Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
- Ensures the proper collection, safekeeping and accounting of school activity funds.
- Adheres to all timelines for District and state requirements regarding all instructional programs and school operations.

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- Manages independently on-going/routine school and District operations and record keeping.

### Scheduling

- Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the Business Administrator to schedule community use of the school building and grounds.
- Approves the master teaching schedule and classroom assignments.
- Plans, schedules and supervises fire and other emergency drills as required by law and board policy.
- Plans, organizes and supervises all building based extracurricular activities.

### Contact with Students

- Greets students in a friendly and dependable manner during their morning arrival, whenever possible.
- Supervises dismissal.
- Interacts appropriately with students during the school day.
- Maintains high standards of student conduct and enforces discipline, as necessary, in accordance with Board Policy and the student's rights to due process.
- Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes, and who have not been classified in need of special education.

### Contact with Parents, Guardians, and the Local Community

- Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority, and appropriate earnestness at such events.
- Acts as a liaison between the school, home and community; interprets policies, programs, and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.

### Implements policies that are adopted by the School Board

- Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the Board via the Superintendent on policies that may need to be modified in order to improve student achievement.
- Specifically for implementing the policy on harassment, bullying, and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When

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receiving and responding to reports of HIB, the role of the school principal will include, but is not limited to:

- a. Receive verbal reports of all acts of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider who witnessed or received reliable information regarding any such incident;
- b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

### Other

- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and publications.
- School Safety Specialist Designee
- Performs other related duties, which may be assigned by the Superintendent or required by law, code, regulation and/or Board policy.

### TERMS OF EMPLOYMENT:

- Full-time 12 month position
- Terms and conditions as established by the Board of Education

### EVALUATION:

- Performance of this job will be evaluated annually in accordance with State Law, Administrative Code, and provisions of the Board's policy on evaluation of certified staff.

Adopted June 28, 2016  
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