



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

**TITLE:** Assistant Superintendent of Curriculum and Instruction

**REPORTS TO:** Superintendent

**DATE APPROVED:** Revised/Readopted: June 2021/Revised May 2023 **BY:** Board of Education

**NATURE AND SCOPE OF JOB:**

The Assistant Superintendent shall oversee, coordinate and supervise assessment and standardized testing; curriculum planning, implementation, and evaluation; program development and evaluation; career and vocational education; professional development, teacher evaluation and attend to personnel matters. In addition, he/she shall assist the Superintendent substantially and effectively in the task of providing leadership in developing achieving, and maintaining the highest quality educational programs and services.

**QUALIFICATIONS:**

1. Hold a New Jersey Administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.C.A. Title 6 Chapter 11 with School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree or higher from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and at least five (5) years as a building principal and/or supervisor/administrator.
4. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
5. Knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
8. Demonstrate integrity and good moral character and initiative.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the County approved contract; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a contributing member of the District's Leadership Team and collaborate with the other units on district initiatives and problems.
2. Provides leadership and technical assistance to district and school staff relative to assessment, curriculum, instructional methodology, and the integration of technology.
3. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability with the assigned department(s) and schools.
4. Provides educational leadership, administrative direction, supervision, and technical assistance and supports to department and district staff.
5. Attends board and committee meetings and prepares such reports for the Board as the Superintendent may request.
6. Establishes an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum, and a schedule for curriculum planning, implementation, and evaluation.
7. Coordinates and supervises curriculum planning, implementation, and evaluation activities within the established schedule.
8. Establishes procedures for the evaluation and selection of instructional resources (i.e., textbook, supplies, and equipment).
9. Coordinates the development of departmental objectives, curriculum documents, performance benchmarks, timelines, and reports.
10. Coordinates planning and development of innovative curriculum programs, including the Gifted and Talented Program.
11. Develops and implements initiatives that promote equitable outcomes for all students, builds the capacity of staff at all levels to respond effectively to structural racism and individual and implicit bias, and promotes cultural proficiency.
12. In collaboration with the other members of the administrative and supervisory staff, conduct classroom visitations to assess program implementation, instructional effectiveness, and student participation and performance.
13. Coordinates the reporting of student performance, including, but not limited to; progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public.
14. Develops and implements a professional development plan to provide appropriate orientation, pre-service training, in-service training, and other professional growth opportunities for staff.

15. Maintains a district schedule for grade level articulation meetings, program assessment, curriculum development, and professional development activities to guide staff and avoid conflicts with other initiatives.
16. Supervises department staff and assigned school administrators as designated by the Superintendent of Schools.
17. Submits grant applications, program plans, corrective action plans, and staff performance reports on time and in accordance with statute, regulation and board policy.
18. Oversees compliance with federal, state, county, and local program regulations in the areas of curriculum, instruction, and program.
19. Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
20. Maintains a positive, collaborative working relationship with students, parents, district and school staff, and community agencies.
21. Continues to grow professionally through research, graduate studies, and collaboration with colleagues.
22. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
23. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
24. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.