

Lopatcong Township School District

Dr. Timothy J. Frederiks, Interim Superintendent

Lopatcong Township Elementary School

Krista S. Wayne, Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339

Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908- 213-0373

Employment Opportunity

Posting Date: May 24, 2023

Position: Lopatcong Township School District – Director of Curriculum and Student Support

Start Date: July 1, 2023

Mandatory

Qualifications:

Valid New Jersey School Administrator or Principal Certificate
Ability to plan, organize and administer a District-level professional development program
Required criminal history check or proof of U.S. citizenship or resident alien status
Strong interpersonal, communication, and organizational skills
Knowledge and experience in using best instructional practices to implement and assess New Jersey Student Learning Standards
Ability to accurately record, maintain, and analyze data
Required criminal history check and proof of U.S. citizenship or resident alien status

Preferred

Qualifications:

Experience in curriculum development and evaluation
Knowledge and experience in literacy and math best practice instructional methodologies and assessment
Knowledge of Danielson Framework for Teaching
Experience in working with digital and intervention platforms for achievement

Job Description/Responsibilities:

- Works with the Building Principals in developing the school curriculum, and assists in the formulation of the instructional plan
- Studies, evaluates, and, as appropriate, recommends to the Building Principals the adoption of new instructional materials, methods and programs, including tutoring and remedial instruction
- Assists in the implementation of the school's professional development program for the instructional staff
- Attends grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools, as needed
- Works with Building Principals to exercise leadership in school-level planning for improvement of instruction
- Works with Building Principals to establish and maintain an effective learning climate

- Works with Building Principals to plan, organize and supervise all curricular and extracurricular activities
- Works with Building Principals to plan and supervise fire and security drills as required by law and Board Policy
- Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by Building Principals
- Oversees the implementation of English Language Learner services
- Monitors undocumented absences and excessive tardiness in accordance with the district attendance policy
- Upholds and enforces school rules, administrative regulations and Board policy
- Implements the Student Code of Conduct through collaboration with the Building Principals
- Works with Building Principals to assume responsibility for the management of the schools in accordance with law, administrative code, Board policies and regulations
- Performs other duties as may be assigned by the Building Principals

Reports to: Building Principals

Salary: Based on Administrator Contracts and Experience

Position Available: July 1, 2023; 12-month position

Respond to: Please send resume, certification(s), transcripts and letter of interest to:
Rick Bonney, Principal *and* Krista Wayne, Principal
bonneyr@lopatcongschool.org waynek@lopatcongschool.org

Indicate “**Director of Curriculum and Student Support**”
in Subject Line

Deadline: June 2, 2023

AA/EOE