

School District of the Chathams



**259 Lafayette Avenue
Chatham, New Jersey 07928**

JOB DESCRIPTION

Director of Education

QUALIFICATIONS

- Valid New Jersey Principal Certificate and additional certification in one or more of the following areas:
 - Teacher of English
 - Teacher of Mathematics
 - Teacher of Science
 - Teacher of Social Studies
 - Teacher of World Language
 - Elementary School Teacher
 - Teacher of Students with Disabilities
- Demonstrated knowledge and significant experience in the areas of instruction and effective teaching methods and teacher evaluation
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Physical and Mantoux Test

REPORTING STRUCTURE

- Assistant Superintendent

JOB GOAL

To provide instructional leadership and professional development support to teachers at all levels; and to coordinate efforts aimed at optimizing the student learning experience in the school district.

PERFORMANCE RESPONSIBILITIES

- Observe and evaluate teaching staff.
- Work with other district administrators to coordinate professional development for teachers.
- Assist in facilitating summer professional development for teaching staff, including new teacher orientation.
- Ensure effective and optimal delivery of district curriculum in regular and special education classrooms.
- Serve as building administrator in the absence of the principal, as necessary, including during the summer.
- Perform other related duties as assigned by the Superintendent or the Assistant Superintendent.
- Upholds and enforces school rules, administrative regulations and Board policy.
- Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT

Twelve-month work year; salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Administrators Association

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [11/04/2019]