

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 WHITE HORSE AVENUE  
CLEMENTON, NEW JERSEY 08021  
856-784-2100**

**JOB DESCRIPTION**

**TITLE:** Director of Instruction

**QUALIFICATIONS:**

1. Masters Degree in Education from an accredited College or University
2. Valid New Jersey Principal or Supervisor certificate
3. Three or more years supervisory experience in a public school district
4. Knowledge of New Jersey school law and administrative code.
5. Demonstrated organizational, communication and interpersonal skills.
6. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
7. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
8. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** All educational and related support staff.

**JOB GOAL:** To provide leadership in developing, implementing and evaluating of the Commission's educational programs for the maximum benefit of member districts.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops, implements and evaluates the curriculum for the Commission's educational programs.
2. Recruits, screens and interviews applicants as assigned, checks references, and verifies credentials for all educational positions and support staff and makes hiring recommendations to the Superintendent.

3. Recommends and coordinates the assignment of the educational staff for which assigned.
4. Coordinates and approves teaching schedules and class loads for all educational staff.
5. Supervises, observes and evaluates all educational and support staff as assigned.
6. Administers all aspects of the PL 192-193 Program including requests for initial and additional funding requests, recordkeeping for billing purposes and to substantiate student eligibility for services, completion of project completion reports and compliance with all monitoring and auditing requirements.
7. Conducts orientation, regular and end of year close out meetings for educational staff.
8. Serves on the Local Professional Development Committee.
9. Implements the Commission's professional development plan.
10. Assists in the development and implementation of the Commission's budget.
11. Assists the School Business Administrator/Board Secretary to implement a program for the acquisition and maintenance of the Commission's trailers and vans.
12. Supervises the planning, organizing and control of the Commission's computer network and data processing systems.
13. Assists the Superintendent in developing and updating policies related to the Commission's educational programs.
14. Prepares and submits reports and other documents as required by the Superintendent and other governing agencies.
15. Maintains a program of communication with the Commission's stakeholders to identify needs and to recommend and develop programs and services to address needs.
16. Keeps abreast of developments in education, and provides leadership in determining their appropriateness for inclusion in the Commission's educational programs.
17. Attends and participates in all state, county and local meetings related to responsibilities.
18. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
19. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve months. Contract terms and salary to be determined by the Board of Directors.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

**Board Approved: 1/5/2005**  
**Revised: 10/5/11**