

TITLE**Supervisor - Curriculum and Instruction
(Grade six through twelve)****QUALIFICATIONS**

1. Valid Tennessee teacher's license; and
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a Master's Degree.

JOB GOAL

To contribute to the implementation of instruction programs and to the improvement of teaching skills in the school system. To help each student obtain maximum benefit from the educational program by diversifying as fully as possible the kinds of educational materials used.

ESSENTIAL FUNCTIONS

1. Monitor the School Improvement Plans (SIP) of the secondary schools and assist principals in formulating appropriate goals, objectives and strategies (focusing on real identified needs) to bring about improvement;
2. Visit classrooms of all new secondary teachers and other teachers who need help, as well as the routine school visits;
3. Act a resource person for secondary teachers in curriculum planning, coordinating instructional services of the schools, using effective teaching strategies, and making interesting and effective use of materials for instruction;
4. Assist in the coordination of the annual county-wide professional development session and make arrangements for other staff development activities as needed;
5. Assist the System-Wide Testing Coordinator with the mandatory state testing in secondary schools;
6. Coordinate summer school for secondary students with the assistance from other supervisors as needed;
7. Procure and distribute secondary textbooks, instructional materials and supplies;
8. Assist secondary principals in the areas of curriculum planning and scheduling, when needed;
9. Assist teachers in developing educational objectives and teaching strategies which are appropriate for the needs and abilities of secondary students;
10. Serve as a liaison between principals, director of schools, and state department in regard to secondary issues and concerns; and
11. Perform other duties as deemed necessary by the Director of Schools.
12. Coordinate with instructional coaches
13. Assist in the development of the budget for the secondary schools

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience.
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment. Works 240 days.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.