

TITLE**Supervisor - Curriculum and Instruction
(Kindergarten through grade Five)****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. Ensure that all rules and regulations for preschool are being implemented;
2. Provide research-based staff development for teachers and assistants;
3. Complete a thorough curriculum mapping project (seamless, progression of learning expectations which are non-redundant as well as challenging for all students) for the system for all elementary grades and transitioning to the secondary level. When this project is completed, all teachers will know exactly what should be taught and what the students are expected to learn before moving to the next grade;
4. Monitor the School Improvement Plans (SIP) of the elementary schools and assist principals in formulating appropriate goals, objectives and strategies (focusing on identified areas of weakness) to bring about improvement;
5. Visit classrooms of all new elementary teachers and other elementary teachers who need help, as well as the routine school visits;
6. Act as a resource person for elementary teachers in curriculum planning, coordinating instructional services of the schools, and making interesting and effective use of materials for instructions;
7. Assist in the coordination of the annual county-wide in-service session and plans for other staff development activities as needed;
8. Procure and distribute elementary textbooks, instructional materials and supplies;
9. Coordinate in-service/staff development activities for elementary student-teachers;
10. Assist principals, when requested and time permits, in the evaluation of teachers and collaborate with teachers and principals on recommended plan of action;
11. Coordinate the annual selection of the Teacher-of-the-Year for Franklin County;
12. Assists with the annual teacher appreciation and support staff receptions, as needed;
13. Plan and facilitate appropriate activities for new teachers attending the mandatory staff development;
14. Coordinate summer school for elementary students with the assistance of other supervisors, as needed;
15. Plan required training for substitute teachers as well as staff development activities for educational assistants, when needed;
16. Assist with mandatory state testing;

17. Serve as a liaison between principals, director of schools, and the state department regarding elementary issues and concerns;
18. Develop and update district assessment for reading/language arts and math;
19. Collaborate with other supervisors on issues of curriculum and instruction;
20. Research and oversee implementation of appropriate intervention programs for reading and math and any other programs or software used in elementary schools;
21. Assist the 504 System Coordinator, as needed;
22. Coordinate and monitor the elementary instructional coaches;
23. Coordinate and monitor the system's RTI Process;
24. Monitor and support the Coordinated School Health program and coordinator;
25. Monitor and support the Homebound program and coordinator;
26. Monitor and support the social workers;
27. Prepare and administer the budget and see that projects operate with funded budgets; and
28. Perform other duties as deemed necessary by the Director of 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.

Required to work 240 days; the normal work hours are from 8:00 am until 4:00 pm,

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding 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 11.590 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.