

Job Title: Supervisor - Curriculum and Instruction (Grade six through twelve)

FLSA Exemption Status: Exempt

Term: 251 days

Minimum 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 Objectives/Goals:

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.

Responsibilities and 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. Coordinate with instructional coaches;
11. Assist in the development of the budget for the secondary schools;
12. Serve as a liaison between principals, director of schools, and state department in regard to secondary issues and concerns;
13. Attend work on a regular and predictable basis; and
14. Perform other duties as deemed necessary by the Director of Schools.

Skills and Abilities Required:

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.

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

Reports To: Director of Schools or his/her designee

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

