

Job Title: Supervisor - Curriculum and Instruction (Kindergarten through grade Five)

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. Provide research-based staff development for teachers and assistants;
2. 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;
3. 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;
4. Visit classrooms of all new elementary teachers and other elementary teachers who need help, as well as the routine school visits;
5. 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;
6. Assist in the coordination of the annual county-wide in-service session and plans for other staff development activities as needed;
7. Procure and distribute elementary textbooks, instructional materials and supplies;
8. Coordinate in-service/staff development activities for elementary student-teachers;
9. Assist principals, when requested and time permits, in the evaluation of teachers and collaborate with teachers and principals on recommended plan of action;
10. Assists with the annual teacher appreciation and support staff receptions, as needed;
11. Coordinate summer school for elementary students with the assistance of other supervisors, as needed;
12. Plan required training for substitute teachers as well as staff development activities for educational assistants, when needed;
13. Assist with mandatory state testing;
14. Serve as a liaison between principals, director of schools, and the state department regarding elementary issues and concerns;
15. Develop and update district assessment for reading/language arts and math;
16. Collaborate with other supervisors on issues of curriculum and instruction;

17. Research and oversee implementation of appropriate intervention programs for reading and math and any other programs or software used in elementary schools;
18. Assist the 504 System Coordinator, as needed;
19. Coordinate and monitor the elementary instructional coaches;
20. Coordinate and monitor the system's RTI Process;
21. Monitor and support the Homebound program and coordinator;
22. Monitor and support the social workers;
23. Prepare and administer the budget and see that projects operate with funded budgets; and
24. 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.