

## JOB DESCRIPTION

### Fayetteville City School System

#### SUPERVISOR-CURRICULUM AND INSTRUCTION (Grades Six – Twelve), AND CAREER AND TECHNICAL EDUCATION

##### Purpose Statement

The job of Supervisor-Curriculum and Instruction, (Grades Six - Twelve) and Career and Technical Education (CTE) were established for the purpose/s of contributing to the implementation of instruction programs; and to the improvement of teaching skills in the school system.

This job reports to the Director of Schools.

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##### Essential Functions

- Keeps curriculum guides up to date and shares new information about curriculum with principals and teachers.
- Monitors the School Improvement Plans of the secondary schools and assists principals in formulating appropriate goals, objectives and strategies to bring about improvements.
- Visits classrooms of all new secondary teachers and other teachers who need help as well as routine visits.
- Acts as 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 material for instruction.
- Assists in the coordination of annual in-service and makes arrangements for other staff development activities as needed.
- Assists in the planning and facilitating of appropriate activities for new teachers attending the mandatory staff development.
- Assists testing coordinator with the mandatory state testing in secondary schools.
- Procures and distributes secondary textbooks, instructional materials and supplies.
- Assists secondary principals in the areas of curriculum planning and scheduling, when needed.
- Assists teachers in developing educational objectives and teaching strategies which are appropriate for the needs and abilities of secondary students.
- Develops and administers a comprehensive program of career and technical education.
- Assumes responsibility for the collection, review, and submission to state agencies all forms and reports relative to CTE.
- Advises and assists in obtaining state and federal funds for the CTE program.
- Develops specifications, receives bids, and recommends purchase of appropriate equipment to be used in the CTE program.
- Maintains close working relationship with community and stage agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs.
- Formulates and implements a state-approved CTE program; use data to note annual improvements and areas to improve.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.

- Collects data and submits annual preliminary reports to the State Department.
- Supervises and observes, when requested and needed, all instructional personnel in the CTE program.
- Arranges for specific staff development activities as needed.

**Other Functions**

Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements, and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required    **Clearances:** Criminal Justice Fingerprint/Background Clearance

**Education:** Master's degree in job related area

**Certificates and Licenses:** Teachers Certification and/or License