

**JOB DESCRIPTION**

**Fayetteville City School System**

**SUPERVISOR-CURRICULUM AND INSTRUCTION**

**(PRE-SCHOOL THROUGH GRADE FIVE)**

**Purpose Statement**

The job of Supervisor-Curriculum and Instruction, Pre-school through Grade Five was 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**

- Acts as a resource person for elementary teachers in curriculum planning and coordinating instructional services of the schools.
- Coordinates required hearing and vision screening for new preschool and kindergarten students.
- Procures elementary textbooks, instruction materials and supplies.
- Performs classroom instructional observations and makes appropriate follow-up and recommendations.
- Plans and conducts staff development.
- Provides research-based staff development for preschool teachers and assistants.
- Completes a thorough curriculum mapping project (seamless, progression of learning expectations with 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.
- Coordinates instructional improvement plans with the principal.
- Ensures that all rules and regulations for preschool are being implemented.
- Monitors the content, relevance and effectiveness of instructional materials.
- Interacts with resource persons from textbook publishers, State Department of Education and members of the Board of Education and community agencies.
- Acts as resource person for the Director, other administrative personnel and teachers in curriculum planning and coordination of instructional services.
- Serves as system test coordinator and supervises test administration.
- Performs analysis and interpretation of test data for the improvement of instruction and curriculum.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Assists teachers in matters of professional licensing, certification, and renewal of licenses.
- Collects data and submits annual preliminary reports to the State Department.

- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Plan required training for substitute teachers.

#### **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:** Administrative Certification.