

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Curriculum Director

### **QUALIFICATIONS:**

- Mississippi educator license in Educational Administration and Supervision
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Able to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Good physical condition with the ability to lift 10 pounds

**JOB GOAL:** To provide leadership in the ongoing development and improvement of the entire instructional program

**REPORTS TO:** Superintendent

**SUPERVISES:** Curriculum department personnel

### **PERFORMANCE RESPONSIBILITIES:**

- Work with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitor and evaluate progress toward accomplishment of system goals and objectives
- Use student data to identify program needs
- Develop goals, objectives, programs, and operations that are consistent with school system vision, mission, and goals
- Ensure that unit and program plans are consistent with the system's strategic plan
- Organize daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicate high expectations of students, staff, and parents/guardians
- Create, identify, encourage, and support innovative ideas that in turn support learning and teaching in the schools

### Accreditation

- Provide Superintendent, principals, and appropriate district staff with information concerning changes in the Mississippi Public School Accountability Standards and applicable federal and state regulations
- Monitor district and school status in meeting all performance and process standards of the state accreditation system as it relates to teaching and learning
- Work with District Test Coordinator to analyze results from all district testing programs and prepare annual recommendations for improvement to the Superintendent
- Provide quarterly reports to the Superintendent concerning district and school compliance with state accreditation as it relates to teaching and learning

### Elementary and Secondary Curriculum

- Work with the Superintendent to coordinate the textbook adoption process and monitor textbook purchases
- Prepare and report to the Superintendent a summary of school and grade level surveys taken for the purpose of textbook adoption
- Monitor the implementation of current curriculum structures at all grade levels
- Maintain and communicate to the Superintendent and appropriate district personnel (as directed) current information concerning courses, credits, and graduation requirements
- Make recommendations to the Superintendent concerning the addition of new courses, justification for such additions, and recommendations for credit allowances and grade placement
- Conduct analyses of instructional methodology, curriculum, materials, and testing data to ensure that courses are designed with adequate attention to scope and sequence for effective learning
- Stimulate experimentation, scrutiny of objectives, and enrichment of curricula and teaching methods by elementary and secondary school instructional staff
- Serve as a resource person or leader of curriculum studies and revisions
- Lead in the evaluation of elementary and secondary instructional methods and curricula, recommending change and improvements as needed to the Superintendent
- Keep informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to elementary and secondary school staffs
- Guide research, textbook selection, examination procedures, and the recommendation of setting of grading standards within the elementary and secondary schools
- Assist teachers at the Superintendent/Principal's request in interpreting the district's curriculum, in organizing the classroom for effective learning, in constructing evaluation instruments, and selecting instructional materials
- Work with the federal programs coordinator in ensuring summer school and extended school year programs are in compliance with state accreditation standards listed in the Mississippi Public Schools Accountability Standards and applicable federal and state regulations
- Work with the federal programs director in planning and directing professional development and in-service training for appropriate personnel to ensure a quality instructional program for current curriculum structures
- Monitor and support counseling and drop-out prevention efforts district-wide
- Monitor and support district and state testing efforts district-wide to ensure compliance at all levels
- Schedule and coordinate district academic competitions, recognitions, awards programs, and contests
- Work with appropriate staff in coordinating and supervising district-wide instructional programs (i.e. I-Ready, AR)
- Attend school wide data presentations and parent data nights
- Organize and monitor teacher mentoring program
- Oversee the implementation of vertical and horizontal grade level meetings by district curriculum specialists

### Grading and Reporting

- Compile promotion and retention rates by grade at each school and prepare an annual summary report for the Superintendent and Board of Education

- Review district policies for promotion and retention, grading, report cards, progress reports, and other related issues and present findings to the Superintendent
- Propose new policies and procedures issues related to promotion, retention, grading, and reporting to the Superintendent
- Communicate policies and procedures concerning issues related to promotion, retention, grading, and reporting to principals as directed by the Superintendent

#### Student Handbooks

- Work with the personnel director in organizing school-level committees to monitor effectiveness and make recommendations concerning additions and revisions to the student handbooks
- Work with the personnel director in compiling school-level recommendations and preparing annual summary reports accordingly

#### Student Assessment

- Demonstrate student growth on the Mississippi Student Assessment instrument over a two-year period
- Attend training sessions conducted by the Mississippi Department of Education
- Work with the federal programs director in coordinating the provision of in-service training and professional development to all district personnel based upon an assessment of needs
- Work with the Superintendent to formulate a district plan for remediation for students who fail to meet the requirements of the exit exams for third grade and high school exit examinations
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)