CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Director of Elementary Curriculum
Director of Secondary Curriculum

Job Description

Qualifications:

1. College degree (Masters degree minimum; advanced degree preferred)
2. Must demonstrate a history of successful administrative and instructional work experience
3. Must have excellent oral and written communication skills
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable

Knowledge, Skills and Abilities:

The Directors of Curriculum guides and manages the overall provision of personnel services, policies, and programs for the school district. The goal of this position is to centralize the functions of planning, coordination, and supervision of the operations of the personnel services so as to promote overall efficiency. Expected benefits of the position are the enhanced morale of staff members and the maximization of educational opportunities and benefits available to the students the district serves.

Reports To:

The Directors of Curriculum will report directly to the Assistant Superintendent.

Supervises:

The Directors of Curriculum will directly supervise all principals and assistant principals in the area of curriculum development and implementation. They will provide indirect supervision to all teachers and assistants. However, the responsibility for direct supervisions and evaluation of these individuals will rest with the principal.

Job Goal:

To achieve and maintain standards of excellence in the teaching of an assigned curricular area so that each student exposed to the subject involved may derive the greatest academic and personal benefit from the learning experience.

Directors of Elementary/Secondary Curriculum (Continued)

Performance Responsibilities

1. Plans and directs the instructional programs in the designated area of supervision.
2. Coordinate department curricular revision, rewriting, and course distribution.
3. Ensures that a variety of teaching strategies are utilized in the schools covering assigned grade spans.
4. Ensures that teachers/administrators are trained on the standards for instruction and accountability.
5. Advises principals on class loads and teacher subject assignments.
6. Evaluates the total instructional program for assigned grade span.
7. Recommends revisions in policy or new policy required to operate a compliant instructional program.
8. Helps teachers/administrators master and implement new instructional strategies.
9. Develops demonstration lessons/lesson plans for assigned grade spans and subjects.
10. Plans and implements the instructional professional development program.
11. Evaluates and recommends instructional resources to be used in assigned area.
12. Serves as chairperson for textbook selection committees for assigned areas.
13. Assists in the piloting of new instructional programs.
14. Plans annual budget for instructional materials and supplies to be used district-wide.
15. Reports regularly to the assistant superintendent and the superintendent the problems, conditions, and needs of instructional personnel and administrators.
16. Acts as liaison between school district and the , Mississippi Department of Education with regard to the curriculum and the assigned overall instructional program.
17. Confers with principals and other appropriate staff to determine needs of teachers and other job classifications relative to the enhancement of instruction.
18. Prepares special reports for teacher, parents, the superintendent, and the Board of Trustees on the status of regular and special programs in the assigned area.
19. Evaluates achievement and placement of students in curricular areas.

Perform other tasks consistent with the goals and objectives of this position.

Directors of Elementary/Secondary Curriculum (Continued)

Terms of Employment:

Twelve Month year; 236 work days with a salary to be established by the board.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Personnel.