



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Curriculum Supervisor

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Principal/Associate Superintendent for Curriculum & Instruction

**DATE REVISED:** 12/09

### **PRIMARY PURPOSE:**

- The role of the Curriculum Supervisor is to help facilitate and implement the district's instructional program, in a manner which is consistent with Board Policy and in accordance with statutes and standards of regulatory agencies, as directed by the Assistant Superintendent.

### **QUALIFICATIONS:**

#### **MINIMUM QUALIFICATIONS:**

- Strong knowledge of curriculum/instruction
- Experience in Curriculum Projects
- Knowledge of Curriculum Principles
- Three years classroom experience
- Mid-management or supervisor certification

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1 INSTRUCTIONAL MANAGEMENT and ASSESSMENT**

1. Develops curriculum guidelines and standards according to district policies and administrative procedures in accordance with the Texas Essential Knowledge and Skills.
2. Supervises campus implementation of instruction for planned learning outcomes designed for all students including remediation and extension of defined essential knowledge and skills.
3. Assists in diagnosing student needs to adjust the instructional program to ensure acceleration, extension, or remediation is appropriate for all students.
4. Supervises the instructional implementation and coordination of special programs with regular instruction to promote consistency of the district goals and compliance with guidelines of special programs.
5. Assumes accountability for reporting progress of instructional programs, conducting surveys, or preparing formal and informal documents to facilitate gathering and utilizing data for program evaluation.
6. Analyzes, evaluates, and recommends new programs or revisions to promote enhancement or improvement in instructional implementation.
7. Assists in selecting textbook instructional material. (i.e., selecting and coordinating sample copies for review and evaluation according to district continuums.)
8. Schedules and participates in planning meetings and training sessions regarding curriculum and teaching strategies.
9. Disseminates information and collaboratively plans with faculty to improve accountability indicators, especially, student performance in testing programs.
10. Assesses the instructional program through performing teacher observations, monitoring lesson plans, and compiling data including grade report statistics, course evaluations, and disaggregating state assessment scores.
11. Applies research, district studies, and district curriculum to improve the teaching/learning process of the content, scope, and sequence toward defined objectives/TEKS and College Readiness Standards.
12. Works closely with other campus teams to develop a strong link and ensure students are well prepared for the rigor of high school and beyond.
13. Serves as the campus testing coordinator to plan, organize and effectively manage state, national and local assessments including STAAR, Advanced Placement, NAEP, SAT/ACT/PSAT, etc.

## **ROLE 2: SCHOOL/ ORGANIZATION CLIMATE**

1. Coordinates non-instructional activities and services to support the instructional program.
2. Demonstrates knowledge and enforcement of district policies and administrative guidelines applicable to the position.
3. Demonstrates initiative, cooperativeness, and flexibility in working with various components of the school/district.
4. Implements TEA requirements relative to graduation plans, course content, and course sequencing.

5. Assists in administering campus special programs (ESL, 504, GT, At-Risk, etc.), including maintenance of eligibility rosters and permission forms, as assigned by the campus principal.

### **ROLE 3: SCHOOL/ ORGANIZATION IMPROVEMENT**

1. Communicates effectively with the principal on matters related to the welfare of the school.
2. Serves as a resource person to teachers on classroom management, instruction, curriculum, and assessment.
3. Participates in developing, implementing, and evaluating campus improvement plans.
4. Orients staff on classroom management.
5. Coordinates and plans with the guidance department for consistent implementation of policies and procedures for student placement in courses.

### **ROLE 4: PERSONNEL MANAGEMENT**

1. Assists in personnel appraisals and instructional program evaluations as assigned.
2. Develops, conducts, and supervises staff development through effective in-service programs and follow-up strategies to monitor effectiveness.
3. Provides input to the principal regarding staffing needs.
4. Assists in developing an effective and efficient master schedule for the campus.

### **ROLE 5: ADMINISTRATION and FISCAL/ FACILITIES MANAGEMENT**

1. Recommends and requisitions appropriate materials and resources to enhance and support the instructional program.

### **ROLE 6: STUDENT MANAGEMENT**

1. Supervise extra-curricular functions of the school as assigned.

### **ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT**

1. Adheres to the Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
2. Projects a positive attitude about self and professional responsibilities.
3. Exhibits punctuality and dependability.
4. Accepts and accomplishes additional school-related assignments in a positive and effective manner.

5. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals.

#### **ROLE 8: SCHOOL/ COMMUNITY RELATIONS**

1. Promotes positive community relations by recommending student learning outcomes for staff, students, and parents.

#### **ROLE 9: TECHNOLOGY**

1. Models' utilization of district software programs in accordance with district policy and administrative guidelines.
2. Demonstrates proficiency in the use of the school management and instructional/assessment software for students and staff.
3. Perform other duties as assigned.

#### **Mental Demands/Physical Demands/Environmental Factors:**

##### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

##### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

##### **Motion:**

Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

##### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

##### **Environment:**

Frequent districtwide travel; occasional statewide travel

##### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**