

JOB DESCRIPTION

TITLE: Curriculum Supervisor

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To assist the Chapter 1 Director implementing the program of instruction

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory
 - a. Supervision received
 1. Directly: Superintendent
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: N/A
 2. Indirectly: N/A
2. Organizational
 - a. Internal
 1. Continuous contact with Title 1 personnel and Title 1 Director and Superintendent
 2. Frequent contact with principals and central office personnel
 3. Occasional contact with Superintendent
 - b. External
 1. Continuous contact: N/A
 2. Frequent contact: N/A
 3. Occasional contact with academic and civic organizations

B. Functions

1. Planning
 - a. Plan a program of self-improvement and professional growth
 - b. Assess professional needs of Title 1 teachers, Kindergarten teachers and assistants
 - c. Assess instructional material needs
 - d. Assist with the development of orientation and in-service programs for Title 1 teachers and assistants
 - e. Assist in developing diagnostic tools for classroom analysis
 - f. Assist in developing curricula for Title 1 personnel and Kindergarten
 - g. Make recommendations to the Superintendent for policy changes
 - h. Assist in development of reports and evaluations in Title 1 program
 - i. Assess annual budgetary requirements for the position for processing by the Title 1 Director

2. Implementation
 - a. Assist with the implementation of orientation and in-service programs for the Title 1 teachers and assistants
 - b. Participate in professional growth activities
 - c. Recommend the purchase of educational material for instructional improvement
 - d. Assist in administering diagnostic tools to locate pupil difficulties
 - e. Assist teachers in planning, executing, and evaluating instructional activities
 - f. Accumulate and submit statistical data upon request
 - g. Perform all other duties as required
3. Control
 - a. Submit observation reports to the Superintendent
 - b. Maintain accurate records for audit
 - c. Conduct follow-up activities on recommendations made to Title 1 teachers
 - d. Monitor procedures relative to position
 - e. Revise aforementioned procedures under the supervision of Superintendent

Employee's Signature

Date