

**JOB DESCRIPTION**

**TITLE:** Supervisor of Curriculum, Assessment, and Accountability

**QUALIFICATIONS:** Set by State Certification Authorities

**GOAL:** To provide leadership in the implementation of the program of instruction and curriculum

**SPECIFIC RESPONSIBILITIES:**

A. Contact and relationships

1. Supervisory

a. Supervision received

(1) Directly: Superintendent

(2) Indirectly: N/A

b. Supervision exercised

(1) Directly: N/A

(2) Indirectly: Teachers

2. Organizational

a. Internal

(1) Continuous contact with principals and teachers

(2) Frequent contact with Superintendent

(3) Occasional Contact with Supervisors

B. Functions

1. Planning

a. Plan a program of self-improvement and professional growth

b. Plan program of assistance for the instructional personnel

c. Develop in-service training programs for school personnel

d. Assist central office personnel in developing school curricula

e. Assist principals in developing a plan to evaluate the instructional program

f. Assist in developing diagnostic tools for individual student analysis

g. Assess annual budgetary requirements for position for processing by the business department

h. Plan for the administration of state testing

2. Implementation

a. Participate in professional growth activities

b. Assist teachers in planning, executing and evaluating instructional activities

c. Assist in the administration of in-service programs for school personnel

d. Assist in the implementation of the school curricula

e. Assist in the implementation of the evaluation program

f. Assist teachers in administering diagnostic tools for individual student analysis

**FORM 100.8**

- g. Serve as a resource person for the school staff
- h. Make recommendations for the improvement of the instructional program
- i. Assist in the training of school and district level staff for state testing
- j. Perform other duties assigned

3. Control

- a. Prepare and submit observation reports of the instructional program
- b. Monitor the instructional program
- c. Schedule teacher conferences as needed
- d. Conduct personnel evaluations upon request
- e. Monitor the administration of state testing
- f. Revise aforementioned procedures under the supervision of the Superintendent

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Employee's Signature

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Date