

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/02	SUPERVISOR <u>CURRICULUM, INSTRUCTION, AND ASSESSMENT</u>	3.10.1A
Effective Date	Job Title	Index

1. **Primary Function:** Supervises the planning, development, and implementation of Districtwide curricular and instructional programs. Provides leadership in assigned areas and assists school staff in planning and implementation related to school reform.

2. **Responsibilities:**
 - 2.01 Supervises the planning and development of goals, objectives, materials, methods, and activities for District curriculum and instruction.
 - 2.02 Supervises and coordinates curriculum and instruction revision cycle including the instructional materials selection process.
 - 2.03 Coordinates and participates in the planning and implementation of instructional program assessments, reporting results, and recommending revisions.
 - 2.04 Coordinates the planning, development, and implementation of the District's K-12 math and science instructional program.
 - 2.05 Monitors and assists the curriculum and instruction coordinators and specialists and building administrators in assuring that the District's and the State's educational programs are developed and implemented according to District policy and state and federal guidelines.
 - 2.06 Evaluates the effectiveness, and recommends the use of various teaching methodologies.
 - 2.07 Supervises, develops, and recommends appropriate staff development activities in curriculum and instruction. Assists in planning and coordinating inservice training related to curriculum and instruction.
 - 2.08 Identifies and provides information to curriculum and instruction coordinators and teachers on instructional programs.
 - 2.09 Identifies and recommends supplementary and alternative materials and resources in curriculum and instruction.
 - 2.10 Supervises and coordinates training teachers in using appropriate diagnostic techniques.
 - 2.11 Supervises and evaluates instruction coordinators' and specialists' staff performance.
 - 2.12 Supervises the development, implementation, and monitoring of Instructional Services program budget.
 - 2.13 Coordinates the services of the department to other District locations and programs.
 - 2.14 Assists in the evaluation of applicants for positions in the instructional program as requested by principals and other supervisors.
 - 2.15 Collaborates with Human Resources in the development of job descriptions and criteria for selection of staff.
 - 2.16 Develops and coordinates the instructional technology planning.
 - 2.17 Manages significant state and federal grant funds.
 - 2.18 Serves as the District's curriculum liaison to Chemeketa Community College, Willamette ESD, and the Oregon Department of Education (ODE).

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- 2.19 Implements new curriculum requirements from ODE.
- 2.20 Develops the District's Consolidated Improvement Plan.
- 2.21 Assists in the implementation of the Comprehensive School Improvement Process.
- 2.22 Performs other related duties as assigned.

3. Major Planning Requirements:

- 3.01 Plans and supervises short- and long-range curriculum and instruction development for all students including issues for schoolreform for the 21st century.
- 3.02 Develops short- and medium-range textbooks budgets.
- 3.03 Leads the annual textbook adoption process for all K-12 content areas.

4. Key Relationships

- 4.01 Director, Curriculum, Instruction, and Assessment Services: Reports to this position.
- 4.02 Instructional Coordinators, Instructional Specialists and assigned clerical staff: Supervises these positions.
- 4.03 District Supervisors: Coordinates the services of the department with other District departments and locations.
- 4.04 Curriculum Assistant Principals: Facilitates monthly meetings to review curriculum issues.
- 4.05 Secondary Teacher Leaders: Facilitates monthly meetings on instructional issues.
- 4.06 CIM Managers: Communicates curriculum and instruction requirements.
- 4.07 Compensatory Education: Ensures curriculum requirements are appropriate for English Language Learner (ELL) students.

5. Minimum Qualifications:

- 5.01 Education: Master's degree in education and training in curriculum, instruction, and leadership.
- 5.02 Minimum of three years of successful classroom teaching experience in program area plus minimum of one year of managerial, professional, or technical leadership experiences (such as department chairperson, principal, intern, supervisor).
- 5.03 License: Supervisor or Basic Administrator.

6. Term of Employment: 12 months.

7. Salary Level: Grade 8

8. Working Conditions:

The position generally works in an office environment with frequent travel to schools and evening meetings.