

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Director of Elementary Secondary Curriculum
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Mississippi Educator license 2. MA/MS in Administrator/Educational Leadership 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Assistant Superintendent for P-5 6-12 Schools
JOB GOAL:	To assist with the organization and coordination of the instructional program and to assume district-wide curriculum and instruction design and development tasks by the Assistant Superintendent for P-5 6-12 Schools.

PERFORMANCE RESPONSIBILITIES:

1. Work directly with the assistant superintendent for grades ~~P-5~~ **6-12** on ~~K-5~~ **6-12** curriculum design and development tasks.
2. As directed by the assistant superintendent, develop and/or utilize staff development training modules to assist with the implementation of the Tupelo Public School District’s adopted curriculum.
3. As directed by the assistant superintendent, develop and/or utilize staff development training modules to assist with the interpretation and utilization of standardized test data for the identification of both program and individual instructional needs.
4. Assist by developing and/or utilizing staff development training modules to help teachers incorporate appropriate technology into the instructional program.
5. Other duties assigned by the assistant superintendent.
6. Assists in the preparation of special reports.
7. Attend administrative council meetings, participate on disciplinary hearing panels, participate in SEMI and other administrator staff development and attend other special called administrative meetings as specified.

PHYSICAL DEMANDS:

Must be able to lift up to 80 pounds, walk, climb stairs, and twist from the waist and bend

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION:

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

Approved By:		Date:	
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