

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Assistant Director of Curriculum and Instruction (ESSER 3.0 Funded)

**Department:** Instruction

**Date:** July 2021

**Reports to:** Director of Teaching and Learning

**Grade:** 503

**Purpose of Job**

The purpose of this position is being responsible for assisting the curriculum directors with the design, development, and implementation of a strong system of curriculum, instruction, assessment and professional development across all schools in the district. Works collaboratively as part of the Senior Instruction Team to provide dynamic educational leadership and strong, informed support for school district initiatives that support student success and quality teaching. Assists in managing academic coaches. In partnership with the Directors of Curriculum and Instruction, provides professional development for Academic Coaches, Multi Classroom Leaders, Consulting Teachers, Principals/Assistant Principals, and supports all CMCSS schools.

**Essential Duties and Responsibilities**

Under the direction of the Directors of Curriculum and Instruction:

Initiates and oversees curricular and instructional programs designed to improve instruction and student achievement, preschool through high school.

Coordinates and integrates curriculum and instruction programs.

Works toward developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents.

Initiates and maintains effective liaison with other school districts in order to keep abreast of new educational developments and ideas.

Stays abreast of current educational developments and the literature and participates in the affairs of state and national professional societies.

Assists schools in developing strategic plans for improving student achievement.

Assists in the development of school improvement plans and assists principals with school-based staff development plans.

Creates annual reports to fulfill state and local requirements.

Supervises and evaluates Academic Coaches, when requested by the building principal.

Maintains regular contact with other Directors to exchange ideas, share information and develop plans.

Serves as a member of the district-wide planning teams.

Coordinates textbook adoption.

Assists in the development and coordination of sections of the budget that pertain to curriculum and instruction.

Communicates the approved curriculum to the professional staff.

Encourages the development, publication, and use of new curriculum and materials by the professional staff.

Studies and evaluates, and as appropriate, recommends addition of new instructional materials, methods, and programs. Assists in budget preparations for newly approved programs related to instruction and supplies, equipment, and materials.

Recommends the addition of new courses and grade placement of courses.

Interprets the curriculum to the Board, the administration, the staff and the public.

Participates in the work of state and national curriculum and instruction associations and study groups.

Coordinates all formal efforts of the professional staff in projects of curriculum improvement.

### **Additional Job Functions**

Performs other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Master's Degree in Curriculum and Instruction or Related Discipline.
- Experience or knowledge in teaching and learning theory.
- Experience with design, development and delivery of interactive, research-based training and development programs.
- Ability to recognize and convey all aspects of appropriate curriculum design and instructional delivery processes.
- Central Office or School Administrator experience.
- Demonstrates leadership, communication and organizational skills.

### **Terms of Employment**

Employee will follow the two hundred sixty (260) day calendar.

### **Evaluation**

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

### **Knowledge of Job**

Has considerable knowledge of policies, procedures, and statutes concerning curriculum and instruction. Knows how to summarize, interpret, and disseminate information related to current developments in learning theory, instructional strategies, and curriculum development. Is able to provide oversight for development of all curricula and instructional delivery. Has the knowledge to consistently promote

understanding of data gathering and use in instructional planning. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to maintain positive, cooperative, and mutually supportive relationships with all staff.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signature below indicates the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**