

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

**Job Title:** Director of Curriculum and Instruction Pre-K-5  
(ESSER Funded)

**Department:** Instruction

**Date:** February 2023

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

**Grade:** 505

**Calendar:** 260 days

**Purpose of Job**

The purpose of this position is being responsible for leading design, development, and implementation of a strong system of curriculum, instruction, assessment and professional development across all schools (grades Pre-K-5) 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 support to grades Pre-K – 5.

**Essential Duties and Responsibilities**

- Initiates and oversees curricular and instructional programs designed to improve instruction and student achievement, preschool through high school. Coordinates and integrates the Pre-K-5 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 Pre-K Coordinator, Early Learning Coordinator Elementary Academic Coaches and Curriculum Consulting Teachers.
- Evaluates Pre-K Coordinator, Early Learning Coordinator, Curriculum Consulting Teachers, Pre-K-5
- 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.

**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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**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).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

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. Signatures below indicate 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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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**