

JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION
Director of Accountability and Curriculum Pre-K-5

Qualifications

1. Valid teachers' license with administration endorsement;
2. Administrative or supervisory experience in accordance with state law and State Board of Rules and Regulations based on the minimum of a master's degree.
3. Strong communication, technology, and analytical skills
4. Productive and efficient work habits
5. Ability to effectively supervise people

Essential duties and Responsibilities

1. Monitors classroom instruction as compliant with prescribed state curriculum frameworks;
2. Coordinates the on-going development, alignment, and revision of local PreK-5 curriculum resources with the Tennessee Curriculum, State Standards, Benchmarks, Student Performance Indicators, Report Cards, and Achievement Testing.
3. Coordinates professional development training targeting curricular needs.
4. Provides for and monitors system-supported self-selected in-service opportunities for teachers and promotes other professional development opportunities as they become available.
5. Encourages and assist building level administrators in providing leadership in curriculum development in their own building.
6. Monitors and coordinates with the county Reading Specialist and Literacy Coaches to assure consistency and effectiveness of the Elementary reading program.
7. Coordinates with the PreK-5 building level principals to insure timely and professional evaluations of instructional personnel; accumulates required evaluation documentation
8. Observes and evaluates PreK-5 classroom teachers to determine program and teacher effectiveness development of improvement plans as requested by building level principals.
9. Consults and advises PreK-5 building level administrators in resolving ineffective personnel performance issues.
10. Consults with PreK-5 administrative and instructional staff at the local school level to resolve concerns voiced by parents and community groups.
11. Coordinates with the Human Resources Manager to maintain accurate database information related to licensure and evaluation for PreK-5 professional staff.
12. Coordinates with PreK-5 building level administrators in planning system-level and local school inservice/professional development agendas.
13. Collaborates with the Teacher Mentoring Coordinator in the development and implementation of the Teacher Induction Program.
14. Coordinates curriculum-related resources for grades PreK-5.
15. Collaborates with the Director of Student Support & Transitional Services to support the Response to Intervention (RTI) and Inclusion programs.
16. Assists the human resources department with interviewing and recommending qualified candidates for instructional positions as requested.
17. Communicates with the media, parents, and community groups as needed to facilitate good public relations between the school system and the general public.
18. Responds to parent concerns as voiced in complaints or concerns directed to central office staff.
19. Seeks additional sources of funding, i.e. grants, to provide resources for grades PreK- 5 instruction.
20. Chairs the Board Policy Committee, acting as the Board liaison with TSBA to monitor, update, and evaluate policy matters that need to be adopted by the Board of Education.
21. Serves as a member of the Disciplinary Hearing Authority.
22. Attends regional and state meetings applicable to supervisory and administrative responsibilities.
23. Serves as a member of the Tennessee Comprehensive Systemwide Planning Process (TCSPP)
24. Consults with all stakeholders in the development of the TCSPP.

25. Monitors and coordinates with ESL teachers and school administrators to identify and serve ESL students.
26. Serves as system coordinator for the Pre-K program and monitoring of licensure requirements.
27. Maintains files and reports for mandated reporting of NCLB for ESL students.
28. Monitors and coordinates system efforts to meet SACS (Southern Association) membership of all schools.
29. Monitors and coordinates each school's School Improvement Plan to meet State requirements for on-going planning.
30. Coordinates with the Director of Technology / Attendance to gather, verify, and upload the system "School Approval Report" (Preliminary Report).
31. Coordinates with the Human Resources Manager / SDE consultants and others to resolve deficiencies in the School Approval Report.
32. Coordinates Home Schooling approval, information for parents, and files of County residents who are home schooled.
33. Coordinate textbook inventory;
34. Project budget needs for purchasing textbooks and ancillary materials;
35. Sets up textbook committees to review new adoptions and make recommendations for purchase.
36. Chairs the Calendar Committee, which is responsible for developing the annual instructional calendar for the school system.
37. Serves as the Chief Spokesperson for the Board's Teacher Negotiations Team as determined by the current contract negotiated timelines.
38. Develops budgets for all areas impacted by various responsibilities.
39. Develops the monthly agenda for Principal's Meetings and plans annual pre-school in-service for system administrators.
40. Supervise and monitor the Family Resource Center services
41. Performs other duties as assigned by the Director of Schools.