

Curriculum Supervisors - Duties

Responsible for:

1. Evaluating K-12 current offerings, materials, and activities.
2. Planning meaningful curriculum change.
3. Assisting in making teachers more effective in the classroom.
4. Assisting in arranging professional development activities.
5. Providing curriculum development in the following ways:
 - a. Providing staff members, and especially curriculum committees, with the latest studies and information concerning the curriculum area, as well as technology associated with the teaching of the curriculum area.
 - b. Maintaining a constant, ongoing program of curriculum assessment and development through established curriculum committees.
 - c. Planning for and conducting summer workshop programs in curriculum development in light of determined needs.
 - d. Assisting in the administrative functions involved in maintaining a program of curriculum development and improvement, including budgeting, reporting, and requisitioning of materials and equipment.
6. Providing curriculum implementation in the following ways:
 - a. Maintaining an ongoing analysis of the use of curriculum guides and materials and the use of technology through classroom observations, conferences with teachers, and meetings with teams or departments.
 - b. Ensuring a working knowledge of the curriculum on the part of staff members through conferences with individual teachers and meetings with teams or departments.
 - c. Organizing and conducting professional development programs relating to curriculum development or awareness as deemed necessary.
7. Providing for the improvement of instruction in the following ways:
 - a. Providing teachers and other staff groups with information and materials that will assist in keeping the program current and meaningful, as well as assist the teachers in properly utilizing the curriculum as presented in the curriculum guides. This is to be accomplished through classroom observations, teacher conferences, and building or District professional development programs.

8. Assuming responsibility for, or participating in, developing and carrying out special projects related to the curriculum area on an individual school or District basis as assigned or delegated by the Director of Curriculum, Instruction, Staff Development and Planning.

Reports to the Director of Curriculum, Instruction, Staff Development and Planning