

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Supervisor of Curriculum and Accountability

This position is X exempt or non-exempt

PRIMARY FUNCTION: The Supervisor of Curriculum and Accountability assists in the development and implementation of the Pre-K – 12 instructional program including associated professional development and the division’s federal, state, and locally mandated testing programs. Additionally, the Supervisor of Curriculum and Accountability will analyze data to inform and improve instructional programs.

MINIMUM QUALIFICATIONS: Holds a postgraduate professional license in school administration and three years of teaching experience. Experience as a building administrator is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Pre-K-12 curricula and VDOE Standards of Learning
- Knowledge of effective instructional pedagogy, including the integration of technology
- Skilled as a trainer of adults and knowledgeable of adult learning theory
- Ability to use data to make instructional decisions
- Ability to communicate well orally and in writing
- Professional and personal characteristics necessary for working effectively with children, parents, school personnel and members of the community
- Strong organizational and management skills
- Proficient in the use of business software (e.g. Office 2007 Suite)

GENERAL PERFORMANCE RESPONSIBILITIES:

- Oversees the development of Pre-K-12 curricula
- Aligns PCPS curricula with VDOE Standards of Learning and other instructional mandates
- Manages the instructional materials adoption process
- Leads the Response to Intervention (RTI) PCPS process including the development of division-wide standards and procedures
- Serves as the Division Director of Testing (DDOT), managing all PCPS testing programs (federal, state and local)
- Responsible for division-wide data analysis to inform instructional practices
- Leads specialized programs, to include
 - Gifted Education
 - Spanish Immersion Program (FLAP grant)
 - Guidance Program
 - Summer School
- Manages division committees related to areas of responsibility
- Serves as school system representative for regional instructional committees
- Assists in the preparation and administration of the budget including the NCLB Consolidated Grant
- Supervises the Teacher Instructional Specialist
- Develops, implements and coordinates appropriate programs of staff development
 - Summer Professional Development conference
 - Ongoing Professional Development during the school year
- Conducts research of professional journals for relevance to PCPS programs
- Performs such other instructional tasks and assume such other instructional responsibilities as may be assigned the deputy superintendent

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan; Contract length 12 months

REPORTS TO: Deputy Superintendent of Instruction and Support Services

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.

APPROVED BY SUPERINTENDENT