

**JEFFERSON COUNTY SCHOOL SYSTEM**  
**JOB DESCRIPTION**  
**Director of Assessment and Curriculum 6-12**

**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 Functions and Responsibilities**

1. Monitors classroom instruction as compliant with prescribed state curriculum frameworks.
2. Coordinates the on-going development, alignment, and revision of local 6-12 curriculum resources with the Tennessee Curriculum, State Standards, Benchmarks, Student Performance Indicators, Report Cards, Achievement and Secondary Testing
3. Coordinates professional development training targeting curricular needs.
4. Provides for system-supported self-selected in-service opportunities for teachers and promotes other professional development opportunities as they become available.
5. Encourages and assists building level administrators in providing leadership in curriculum development in their own building.
6. Monitors and coordinates with the county Reading Specialist to assure consistency and effectiveness of language arts program.
7. Coordinates with building level principals to insure timely and professional evaluations of grade 6-12 instructional personnel.
8. Observes and evaluates grade 6-12 classroom teachers to determine program and teacher effectiveness and development of improvement plans as requested by building level principals.
9. Consults and advises grade 6-12 building level administrators in resolving ineffective personnel performance issues.
10. Consults with grade 6-12 administrative and instructional staff at the local school level to resolve concerns voiced by parents and community groups.
11. Coordinates with Human Resources Manager to maintain accurate database information related to licensure and evaluation for 6-12 professional staff.
12. Coordinates with 6-12 building level administrators in planning system level and local school in-service/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 6-12.
15. Collaborates with the Director of Student Support & Transitional Services to support the Response to Intervention process and Inclusion program.
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 grade 6-12 parental concerns as voiced by complaints or concerns directed to central office staff.
19. Seeks additional sources of funding, i.e. grants, to provide resources for grade 6-12 instruction.
20. Serves as a member of the Board Policy Committee to monitor, update, and evaluate policy matters that need to be addressed by the Board of Education.
21. Serves as the recorder of the Disciplinary Hearing Authority.
22. Attends regional and state meetings applicable to supervisory and administrative responsibilities.
23. Directs the coordination of district planning in compliance with Tennessee Comprehensive Systemwide Planning Process (TCSPP).
24. Consults with all stakeholders in the development of the TCSPP.
25. Develop, monitor, and reporting Extended Contract programs.
26. Create publish, and analyze surveys and personnel forms.
27. Develops media releases and quarterly and annual report publications.
28. Coordinates the county testing program which includes overseeing ordering of testing materials, distribution to schools, training of school-level testing coordinators, test security issues, and reporting of testing results to school staff and the public.
29. Analyzes and presents test data to directors, administrators, and instructional staff to provide current status of student performance on Writing Assessment, TCAP, ACT, Explore, Plan, Gateway, and End of Course tests.
30. Provides strategies and resources to address areas of need as identified through standardized testing.
31. Serve as a member of the Board's Teacher Negotiation Team as determined by the current contract negotiated timelines.
32. Develops budgets for all areas impacted by various responsibilities.
33. Performs other duties as assigned by Director of Schools.