



# George County School District

## Assistant Superintendent & Secondary Curriculum Director Job Description

### Job Purpose

- Serves as the district's chief academic leader for secondary education (grades 7–12).
- Develops, implements, directs, supervises, and coordinates curriculum and instructional programs aligned with district goals and applicable state and federal laws.
- Leads district-wide professional development to strengthen instructional effectiveness and student achievement.
- Oversees state accountability, accreditation standards, and data systems to ensure continuous academic improvement and full district accreditation.
- Assists the Superintendent in strategic planning, policy development, and executive leadership functions.

### Knowledge, Skills and Abilities

- Comprehensive knowledge of current instructional practices, educational pedagogy, differentiated instruction, and secondary curriculum frameworks.
- Expert knowledge of Mississippi College- and Career-Readiness Standards (MCCRS) and Mississippi Public School Accountability Standards.
- Knowledge of federal and state education laws, including special education and accreditation requirements.
- Knowledge of program evaluation, staff supervision, and adult learning theory.
- Mastery of district and state data systems, including MSIS, and the ability to analyze accountability metrics, graduation rates, proficiency, and growth data.
- Ability to direct and supervise ongoing instructional programs and implement innovative strategies to improve student achievement.
- Ability to design, coordinate, and evaluate professional development programs and leadership academies.
- Ability to plan, organize, and manage multiple projects, budgets, grants, and timelines effectively.
- Ability to prepare and present reports, strategic plans, grant proposals, and policy recommendations.
- Ability to mentor administrators, instructional coaches, and teachers to build leadership capacity.
- Strong verbal and written communication skills with the ability to collaborate effectively with staff, students, parents, community members, and state agencies.
- Proficiency in the use of computer network systems, data platforms, and standard office technology.
- Ability to engage in continuous professional growth and self-evaluation.

### Minimum Qualifications

- Specialist or Doctorate degree in Educational Leadership, Curriculum and Instruction, or related field preferred; Master's degree required.
- Valid Mississippi Educator License with Administrator endorsement (486 or other applicable administrative endorsement 486, 487, 488, 489, or 494).
- Minimum of seven (7) years of successful experience in education, including experience as a secondary principal; district-level leadership experience preferred.
- Demonstrated success in curriculum development, instructional supervision, professional development planning, and data-driven school improvement.
- Advanced proficiency in MSIS and student data management systems.
- Successful completion of required state and federal background checks.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Develops, implements, and oversees secondary curriculum and instructional programs in alignment with district goals, state standards, and accreditation requirements.
- Directs the district curriculum development and revision cycle, ensuring alignment with state and national standards.
- Leads district-wide professional development, including new teacher induction, mentoring programs, leadership academies, and ongoing instructional training.
- Oversees accountability systems, including analysis of proficiency, growth, graduation rates, and district “A–F” ratings; supervises the integrity of student data reporting.
- Serves as district liaison for Mississippi Department of Education accreditation audits and monitoring processes.
- Interprets and analyzes assessment and program evaluation results to guide instructional improvements and strategic planning.
- Coordinates development and implementation of effective assessment systems and longitudinal data tracking processes.
- Supervises curriculum coordinators, instructional coaches, and related personnel; assists in the recruitment, selection, evaluation, and support of certified staff.
- Works with administrators and teachers to implement extended day, summer school, intervention, and enrichment programs.
- Directs the selection and adoption of instructional materials, textbooks, digital resources, and high-quality instructional materials (HQIM).
- Develops and manages instructional department budgets, including state and federal grants.
- Assists the Superintendent in long-range strategic planning and policy development related to secondary instruction and student achievement.
- Conducts site visits and progress monitoring reviews to ensure curriculum fidelity and effective instructional practices.
- Promotes inclusive curriculum practices that reflect diverse cultures, experiences, and perspectives.
- Represents the district in regional and state-level meetings related to curriculum, accountability, and accreditation.
- Performs other job-related tasks as assigned by the Superintendent.
- Supports the George County School District Core Beliefs and Mission

**Reports To:** Superintendent      **Supervises:** Curriculum Coordinators and Secondary Instructional Personnel

**Terms of Employment:** 240 Days      **FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

\_\_\_\_\_ Employee’s Printed Name

\_\_\_\_\_ Employee’s Signature & Date

\_\_\_\_\_ Supervisor’s Signature & Date