



**Job Title: Director of Secondary Curriculum & Academics**

**Job Purpose:** Develop, implement, direct, supervise, and coordinate the curriculum and instructional programs for the School District, and to develop and implement the district-wide professional development programs, consistent with the district goals as well as applicable laws.

**Knowledge, Skills & Abilities:**

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of K-12 school curriculum and concepts in multiple areas, including regular and special education as well as elementary, middle and high school levels.
- Knowledge of best practices in administration, program evaluation and staff supervision.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education, special education, individuals with disabilities, etc.
- Ability to direct the on-going instructional programs for the District, providing for innovative programs and modifications to improve the quality of instruction.
- Ability to plan, organize and coordinate projects, work and training related to the implementation and supervision of the K-12 instructional programs for the District.
- Ability to apply contemporary curriculum frameworks and current national and state standards for student learning.
- Ability to prepare oral or written communications, such as presentations, reports, memoranda, letters, grant proposals, curriculum documents, etc.
- Ability to establish and maintain cooperative working relationships with students, staff, parents, community and others contacted in the course of work.
- Ability to use computer network system and software applications as needed.
- Effective verbal and written communication skills; ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to use standard office equipment such as personal computers, printer, copier and fax machines, and telephone.

**Education & Experience:**

- Bachelor's Degree and Master's Degree from an accredited college or university.
- Mississippi Licensure for Educators: Endorsements 486, 487, 488, 489, or 494.
- Successful experience in researching and implementing practices related to instruction, curriculum development, professional development and supervision.
- Successful leadership/administrative experience in designing and implementing effective instructional programs and supervising, mentoring and training staff/personnel, preferable in more than one capacity.

**Reports To: Superintendent**

**Supervises: Curriculum Coordinators**

**APPROVED**

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**Duties & Responsibilities:**

- Demonstrates prompt and regular attendance.
- Develops, implements and oversees the school district's curriculum and instruction programs in accordance with District goals and objectives, as well as with applicable laws.
- Directs the curriculum development and revision process in the district in accordance with the District's curriculum development plan/cycle and state and national standards.
- Plans, coordinates and directs the professional development program and activities in the District, as well as continuing education for certified staff, promoting a focus on student learning and professional growth.
- Serves as District facilitator for the Beginning Educator Support Training, including the orientation and mentoring of teacher in the program, and reporting.
- Directs the selection and adoption of instructional materials, textbooks, and media and software materials for the District.
- Interprets, evaluates and analyzes student assessment and program evaluation results for the purpose of improving instruction and student achievement in the District.
- Coordinates the development and implementation of effective and efficient assessment systems and data collection processes that provide a record of baseline measures and track longitudinal trends.
- Works with administrators, principals and classroom teachers to develop programs and incorporate practices and technology that help students of differing abilities and interests to achieve high standards.
- Works with administrators and teachers to develop and implement extended day and summer school programs
- Oversees and coordinates the evaluation of certified staff and provides assistance and resource services to the District-wide evaluation of staff.
- Participates in the analysis and recommendations derived from the District testing programs.
- Works with administrators and teaching staff to coordinate professional staff recognition programs.
- Assists in the recruitment and selection of certified personnel.
- Communicates the latest developments in curriculum and innovative instructional programs to improve student achievement.
- Acts as a resource person to other central administrative staff in the development and implementation of administrative practices, policies and procedures for the District.
- Develops and directs school, community and parent involvement programs as appropriate to the instructional programs in the District.
- Directs the development and management of state and federal grant proposals and budgets.
- Plans, compiles and manages the local budget for the Department of Instruction.
- Implements and monitors federal and state requirements and regulations pertaining to instructional programs, professional development and curriculum standards.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Ensures that curriculum and instruction incorporates the experiences, culture, history and perspectives of people from various cultures and backgrounds
- Perform other job related tasks as assigned by the immediate supervisor.
- Supports the George County School District Core Beliefs and Mission.

**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 designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.