



*"Teaching and Learning"*

## TUNICA COUNTY SCHOOL DISTRICT

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**Title:** Supervisor/Curriculum Coordinator of Elementary Schools

**Qualifications:**

1. Valid Mississippi Certification in Language Arts or Administration
2. Minimum of three years successful classroom teaching experience as a certified teacher or equivalent combination of education and experience/Administration
3. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable
4. Experience mentoring, coaching, and providing feedback about instruction to classroom teachers
5. Successful experience facilitating adult learning and delivering professional developments specific to literacy instruction (e.g., professional development feedback/surveys, letters for participants, etc.)

**Supervisor:** Principal

**Job Goal:** To provide scientific-based reading and writing research strategies to enable students to develop the competencies and skills to be successful readers and writers

### Job Duties:

- Assist the classroom teacher in establishing a literacy-rich classroom environment
- Facilitate the school's literacy intervention program
- Teach targeted literacy intervention to small groups of students using research-based strategies and resources
- Assist students using software and materials related to literacy programs
- Meet regularly with the classroom teacher to plan literacy instruction that correlates with the individual student's needs or as requested by the classroom teacher
- Attend professional development to enhance knowledge of pedagogy and content, especially literacy
- Maintain and submit accurate and up-to-date management records of all students' progress
- Use technology in the teaching/learning/assessing process
- Create and manage reading content using iTunes U
- Deploy and implement a range of effective strategies
- Other related duties as assigned by the Principal

### Assessment:

- Assist teachers with the collection of data, analysis of data results and supports the sharing of findings with all staff
- Assess student achievement through screening, progress monitoring, and diagnostic using district approved assessment products
- Administer and interpret assessment data to determine adequate progress, determine those in need of supplemental or intensive intervention

### Curriculum and Instruction:

- Collaborate with principals and teachers individually to analyze instruction, identify literacy needs of students, set learning goals and targets, and problem solve to develop best practices for continuous academic growth of students in literacy
- Use appropriate core and supplemental intervention materials that align with state and national standards
- Review student achievement and assist with placing students in appropriate reading and writing intervention and support services
- Assist teachers with the selection of books and other instructional materials to meet students' literacy needs

**Terms of Employment:** Salary and work year established by the Interim Superintendent.

**Evaluation:** Job performance of this job goal will be evaluated in accordance with provisions of the Interim Superintendent's Evaluation of Professional Personnel.