

Rankin County School District is seeking candidates for the position of Director of Elementary Curriculum, Instruction, and Professional Development. Interested candidates need to apply to [Job ID 1850](#) through the RCSD employment portal, Frontline. The application will be available through January 28, 2021.



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| Job title: | Director of Elementary Curriculum, Instruction and Professional Development |
| Reports to: | Assistant Superintendent |
| Receives guidance from: | Assistant Superintendent |
| Overtime Status: | Compliant with position, salary and FLSA regulations |

Job purpose:

In keeping a tradition of excellence, the Director of Elementary Curriculum, Instruction and PD is responsible for overseeing all areas related to elementary curriculum. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and responsibilities:

- Disseminate current curriculum structures for K-6 grade levels for the RCSD Manual for Curriculum, Instruction and Assessment, monitoring implementation practices
- Coordinate textbook adoption processes, monitor textbook purchases and inventories, and report to the assistant superintendent regarding surveys taken to determine textbook adoptions
- Conduct a regular analysis of curriculum alignment, instructional practices, and instructional materials to insure implementation of current trends and best practices in the classroom
- Provide technical assistance to teachers and administrators, particularly in the areas of reading and mathematics
- Assist with identification of proven curriculum and materials for use in extended school and summer school and the training of teachers
- Assist schools with implementation of benchmarking and data review
- Oversee all curriculum pilot programs in the elementary schools once approved via district policy
- Assist with the implementation of the MSTAR evaluation tool for observing teacher performance, assuring that instructional practices are included in the evaluation
- Serve as point of contact for all communication with the MS Department of Education as it pertains to Secondary Curriculum and Instruction in elementary schools
- Supervise the district elementary curriculum specialists
- Lead and attend staff meetings/trainings as applicable; serve on staff committees

- Assume responsibility for own professional growth and development, for keeping current with literature, new research findings, for attending appropriate professional meetings and conferences, and to maintain any credits and/or continued education for maintenance of licensure/qualifications required for the position
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo periodic evaluations according to state and board policy procedures
- Maintain confidentiality
- Regular, dependable, punctual, and in person attendance is an essential function of this position
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, administrator, director or established by district policy
- Read, understand, and abide by Employee Conduct Policy, GAB, all other district, state and federal policies, and procedures and protocols as established by RCSD and the Mississippi Educator Code of Conduct

Professional Development:

- Collaborate with district personnel and assist with implementation of the secondary professional development training plan for all elementary personnel, insuring a quality instructional program based on current curriculum structures
- Monitor the utilization of professional development opportunities by teachers and administrators, evaluating the frequency of use and effectiveness of programs
- Assist in the development of professional development follow-up opportunities in areas identified by the district as priority issues
- Coordinate professional development procedures, such as preparation of necessary forms and other practical elements pertinent to professional development

Handbooks/Publications:

- Prepare and disseminate all publications annually to schools, including but not limited to: pre-registration handbook, curriculum manuals, strategic plan

Qualifications:

- **Education Level:** Master’s degree or higher
- **Certification:** MS Educator license with administrator endorsement
- **Other Requirements:** building level, elementary school administrative experience preferred

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using equipment such as a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, reach, crouch or crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is not a standard office setting; but rather encompasses the entire active school campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not necessarily an all-inclusive or exhaustive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Terms of Employment:

Salary, days and work year as established by the Rankin County Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Employees.

Reviewed and agreed to by: _____ **Date:** _____
(employee)

Reviewed and agreed to by: _____ **Date:** _____
(supervisor)