



Pickens County Board of Education Job Descriptions

INSTRUCTIONAL SUPERVISOR (EARLY CHILDHOOD)

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 day

REPORTS TO: Curriculum Director and Superintendent

QUALIFICATIONS:

1. Master's degree (Early Childhood).
2. Three years successful teaching experience.
3. Training and experience in testing methods and procedures.
4. Four years successful experience in curriculum development or related activity.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Help teachers to evaluate their teaching, assess their strengths and weaknesses, and identify ways to overcome any deficiencies. This would be accomplished by working with teachers on an individual basis and in group.
- Serve as a group leader in sequential curriculum development with special emphasis on improving instruction in grade 1, 2, and 3.
- To assist the Curriculum Director in assessing staff development needs and implementing programs to meet these needs.
- To work with principals, instructional staff, and other administrative personnel assisting in projects of curriculum improvement.
- To keep abreast of changes and development in testing and curriculum by attending professional meetings, reading professional journals and other publications and by discussing problems of mutual interest with others in the field.
- Makes suggestions in matters regarding testing and assessment, staff development and curriculum content.