



## Simpson County School District JOB/POSITION DESCRIPTION



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**Position Title:** Director of Curriculum  
**Department:** Curriculum  
**Reports to:** Superintendent or Designee  
**Status:** Certified (EXEMPT)

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**SUMMARY:** The Director of Curriculum provides leadership and support to ensure high-quality teaching and learning across the district. This position is responsible for guiding curriculum, instruction, and assessment to improve student achievement and meet state accountability requirements.

**QUALIFICATIONS:**

- Master's degree in Education, Curriculum & Instruction, or related field
- Mississippi certificate in Educational Administration and Supervision (486)
- Building level Administrative experience preferred
- Minimum of 5 years successful teaching experience
- School or district leadership experience preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead the development, implementation, and evaluation of the district's curriculum
- Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public
- Coordinates the grading policy recommendations and processes
- Oversees the District's Gifted Education Program and Services (FLAG)
- Provides professional growth and development through staff development programs, professional meetings, study of professional literature, and information from MDE or other sources
- Provides leadership in the formulation, implementation, evaluation, and upgrading of the District's Instructional Management Plan
- Assists the Superintendent in developing, implementing, evaluating, and improving district instructional policies, programs, and procedures to guide and support classroom instruction
- Assists school principals and assistant principals in their roles as instructional leaders in their schools
- Periodically reports the status of all programs to the Superintendent and to the School Board as the
- Ensure all curriculum and instruction are aligned with state standards and requirements
- Support principals and teachers with instructional strategies and best practices
- Analyze student performance data to identify strengths, gaps, and areas for improvement
- Coordinate district-wide assessments and monitor progress toward academic goals
- Plan and deliver professional development for teachers and administrators
- Work with school leaders to improve classroom instruction and student outcomes
- Oversee curriculum resources, materials, and instructional programs
- Support implementation of state accountability measures and school improvement plans
- Supervises and coordinates state and regional accreditation processes
- Ensure compliance with federal and state educational requirements
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request
- Demonstrates prompt and regular attendance

