

**PUBLIC SCHOOLS OF ROBESON COUNTY  
P.O. BOX 2909  
LUMBERTON, NC 28359  
(910) 671-6000  
Fax (910)370-9756**

**VACANCY ANNOUNCEMENT**

DATE: February 27, 2024

POSITION: K-5 Curriculum Supervisor

SALARY: \$3,900.00 – \$5,510.00 (contingent upon Federal funding)

OVERALL OBJECTIVE: Provide leadership, direction, and professional learning in the area of K-5 curriculum, instruction, and assessment. The supervisor will communicate and work closely with the Director of Curriculum and Instruction and the Assistant Superintendent of Curriculum, Instruction and Accountability to implement and achieve the district's curriculum goals and initiatives.

DEADLINE DATE FOR RECEIVING APPLICATIONS: March 11, 2024

EMPLOYMENT: 12 months

**PREFERRED QUALIFICATIONS:**

The K-5 Supervisor shall have at least five years of elementary experience, deep knowledge of the science of reading, writing, literacy development, K-5 mathematics, K-5 ELA and strong organizational skills.

Prerequisites include but are not limited to

- Documentation of successful teaching experiences which include positive outcomes for student achievement.
- In-depth knowledge of reading processes, acquisition, assessment, and instruction.
- Experience working with teachers to improve practices.
- Outstanding presentation and facilitation skills.
- Experience in observing and modeling in classrooms and providing feedback to teachers.
- Knowledge of district curriculum, district, and state assessments and standards in relation to K-5.
- Experience with curriculum and technology integration, and research-based reading and writing practices.
- Completed Reading Research to Classroom Practice or LETRS.
- Masters in Reading or related area.
- Critical skills include the ability to work on collaborative teams, exhibit positive interpersonal relationships, simultaneously handle multiple tasks, move forward with consensus decision making, and align with department mission and vision.
- Possess a valid North Carolina Teaching license in elementary education.

**DUTIES/RESPONSIBILITIES:**

The duties of the specialist will include, but will not be limited to the following:

- Lead the implementation of the Public Schools of Robeson County K-5 curriculum and the state instructional literacy standards.
- Provide ongoing, systematic professional learning (face-to-face, hybrid, and online) to enhance the quality of instruction which leads to improved student achievement throughout all grade levels.
- Assist leaders and teachers with the implementation of best practices in instruction through coaching, collaboration, and model lessons.
- Participate in elementary reading and writing curriculum development committees and Science/Social Studies integration.
- Assist in the selection and allocation of instructional materials, supplies, and equipment.
- Support alignment between district curriculum, assessments, pacing guides, and report cards.
- Support all new teachers to gain knowledge and implement curriculum and resources.
- Participate in collaborative grade-level meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Work with the Director of Curriculum and Instruction and Assistant Superintendent of Curriculum, Instruction, and Accountability to develop a support plan which is responsive to building/teacher needs and includes documentation of efforts and focus areas.
- Attend regularly scheduled department and collaborative meetings. Network with other curriculum leaders in the region, state, and nation to stay current in research.
- Perform any other duties assigned by the Director of Curriculum and Instruction and the Assistant Superintendent of Curriculum Instruction, and Accountability.

#### INSTRUCTIONS TO APPLICANT:

1. The stated deadline will be strictly adhered to. All applications must be in the Human Resources Office of the Public Schools of Robeson County by 5:00 p.m. on the stated deadline date in order to be considered for the position

2. All candidates should submit an on-line application which, will include:

- (1) A cover letter stating your interest.
- (2) A current resume listing experience, qualifications plus other relevant information.

Selection Process:

The screening of candidates includes:

1. Review of application.
2. Formal interviews by the screening committee for selected applicants.

Applications should be mailed, faxed, or hand-delivered to:

Human Resources  
Public Schools of Robeson County  
P. O. Drawer 2909  
Lumberton, NC 28359

Telephone Number: (910) 671-6000  
FAX: (910) 370-9756

Public Schools of Robeson County is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, age, religion, national origin or handicap.