

TITLE

Supervisor of Instruction

QUALIFICATIONS

- Valid teacher's license; and
- Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

JOB GOAL

To contribute to the implementation of instructional programs and to the improvement of teaching skills in the school system.

ESSENTIAL FUNCTIONS

- Oversee staff development program county wide (prepare each year for the following summer)
- Prepare and implement the extended contract program (\$68,000.00)
- Partner with principals and other central office staff in evaluating new teachers
- Provide a new teacher orientation session for new teachers
- Collaborate with technology director in completing staff preliminary report (due in October)
- Compile School Compliance Report and submit to the Board and state (due in October)
- Prepare and submit school calendar for Board's approval (each spring)
- Title IX and VI Civil Rights Coordinator (submit report to Nashville each summer showing compliance)
- System wide testing coordinator – over see aspects of the TCAP and Gateway testing program, Done periodically throughout the year
- Oversee and prepare budget for the pre-K program (\$500,000.00+)
- Administer the Title II Class size reduction Program (\$168,000.00)
- Administer the Title VI Low Income funds (\$69,000.00)
- Account for Highly Qualified status of teachers
- Take minutes of Board meeting at Director's Request
- Oversee Science camp
- System representative for Education Department Fentress County Fair Chief Negotiator for B.O.E.
- Oversee System Sick Leave Bank
- Performs classroom instructional observations and makes appropriate follow-up and recommendations
- Conducts performance appraisals with teachers to assess instructional competencies and develops written program of improvement as needed for all teachers
- Conducts personal conferences with teachers holding probationary, apprentice, or Level I certification
- Recommends teaching strategies, techniques and materials for classroom use

- Plans and conducts staff development
- Coordinates instructional improvement plans with the principal
- Secures, develops, and distributes instructional materials for classroom use
- Monitors the content relevance and effectiveness of instructional materials in terms of established objectives
- Orients new teachers in the content areas and the instructional process
- Interacts with parents and resource persons from the media, institutions of higher learning, private schools, representatives from business and industry textbook publishers, State Department of Education, members of the Board of Education, and community agencies
- Acts as resource person for the director, other administrative personnel, and teachers in curriculum planning, coordinating instructional services of the schools, and making more interesting and effective use of materials for instruction
- Provides a sequence of instruction and learning from grade level to grade level at the system level
- Attends all board meetings and submits monthly reports
- Performs such other duties as assigned by the director.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

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CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform arithmetic operations quickly and accurately.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts or tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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