

TITLE:**SUPERVISOR****(CERTIFICATION AND TEACHER SUPPORT)****FLSA: EXEMPT****QUALIFICATIONS:**

1. Master's degree with certification in Educational Leadership, School Principal, Administration and Supervision, or Curriculum and Instruction.
2. Minimum of three (3) years successful teaching, principal or administrative experience.
3. Experience with Danielson Framework for Teaching is desirable.
4. Experience with computer management systems is desirable.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO:**Senior Director Human Resources****JOB GOAL:****To provide leadership in the implementation and coordination of Sumter County Schools' Teacher Evaluation System including Induction and Mentoring Programs****PERFORMANCE RESPONSIBILITIES:*****Essential Performance Responsibilities**

- * 1. Coordinate the development and implementation of the Teacher Induction/Mentoring Program.
- * 2. Provide support for new teachers in the following areas: district and state policies, state certification requirements, classroom management, lesson planning, and instructional practice.
- * 3. Conduct formative evaluations and provide feedback to teachers and administrators.
- * 4. Support and assist principals and teachers with training and resources on Sumter's Framework for Teaching.
- * 5. Coordinate Clinical Educator Program, College Intern Placement, and assist with school-based mentor training and monitoring.
- * 6. Assist principals with implementation of the district's Teacher Evaluation System.
- * 7. Visit classrooms with leadership team to help ensure teacher evaluation inter-rater reliability.
- * 8. Assist school administrators with development of professional improvement plans for teachers with unsatisfactory or needs improvement evaluations, certification or other issues.
- * 9. Manage District Professional Development Certification Program for all District and Charter employees.
- * 10. Assist with teacher recruitment and retention strategies.
- * 11. Participate in the coordination of the district's employee orientation and compliance requirements.
- * 12. Participate in the development and implementation of the district strategic plan or other assignments as needed.
- * 13. Serve as a coordinator for community activities and other special programs that enhance the district's educational mission.
- * 14. Serve as District mentor for all teachers with temporary certificates or other certification issues.
- * 15. Keep abreast of all legislative or other requirements in this area.
- 16. Perform such other duties as may be assigned by the Superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation.
Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.