

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: Supervisor (Curriculum)			
CLASSIFICATION: Administrative	NEW: No	UPDATED: 06/24	FLSA STATUS: Exempt
REPORTS TO: Director, Elementary Education			
SUPERVISES: N/A			
JOB GOAL: To assist and monitor reading instruction at both district and school levels ensuring compliance with the K-12 Comprehensive Research Based Reading Plan and improvement in students' reading performance. To assist principals in implementation of other assigned curriculum.			
NOTE: N/A			
TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. 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 evaluation of personnel.			

QUALIFICATIONS:

1. Master's Degree or higher from an accredited educational institute.
2. Certification in Educational Leadership or Administration and Supervision.
3. A minimum of three years successful classroom teaching in which the teaching of reading has been an important responsibility of the position.
4. State certification in Reading or a Reading endorsement.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Explain the role of the reading coach to principals and supervise the implementation of the coaching model.*
2. Supervise the Just Read Florida reading coach model is being utilized in all schools where coaches are based.*
3. Conduct frequent classroom observations in participating schools and provide feedback to classroom teachers and principals. *
4. Analyze and collect data quarterly to determine how well principals and schools are meeting the requirements of the K-12 Comprehensive Research-Based Reading Plan. *
5. Schedule and monitor delivery of district assessments. *
6. Supervise Reading Plan implementation and provide assessment data concerns analysis to the principal and district staff. *
7. Assist principals, including charter school principals, with yearly scheduling ensuring that all schools have an uninterrupted reading block. *
8. Coordinate articulation meetings with the schools as needed. *
9. Conduct fidelity checks of reading instruction in participating schools on a monthly basis or more often, as needed. *
10. Assist principals in the development of improvement plans for schools not making academic improvements as determined by fidelity checks and student performance data. *
11. Monitor the use of grant funds ensuring they are used for supplemental purposes and not supplanting purposes. *
12. Provide support to reading coaches by serving as liaison between District and the Just Read, Florida! Office.*
13. Maintain such records and reports as required by the Just Read, Florida! Office. *
14. Review and monitor the use of research-based reading materials. *
15. Facilitate or participate in site-based and district reading meetings. *

16. Supervise implementation of the district-wide Calendar of Skills and assist in keeping it rigorous and relevant. *
17. Provide staff development to enhance reading skills and update legislative changes and requirements. *
18. Supervise supplemental academic after school and summer school programs.*
19. Assist principals and supervise implementation of the social studies curriculum.*
20. Assist principals in meeting driver's education requirement and monitoring the funds received by the county providing program supervision. *
21. Provide professional development in research based/best practices instructional strategies to schools. *
22. Coordinate with technology department regarding assessment software implementation. *
23. Participate in school and district curriculum planning. *
24. Supervise, facilitate and coordinate curriculum map and assessment writing for the district. *
25. Participate in the development and implementation of the district's strategic plan. *
26. Perform such other duties as the superintendent or supervisor may assign. *

PHYSICAL REQUIREMENTS:

1. 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.
2. 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.
3. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Noise level in the work environment is usually moderate.