

TITLE: SUPERVISOR (Curriculum II)

FLSA: EXEMPT

QUALIFICATIONS:

1. Masters 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.
4. Experience in Learning Focused Solutions preferred.
5. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Director of Secondary Education

<u>JOB GOAL:</u>	To assist and monitor Learning Focused Solutions at both district and school levels ensuring compliance with District policies and initiatives and improvement in students' and teachers' performance. To assist principals in implementation of other assigned curriculum.
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PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

- * 1. Conduct frequent classroom walkthroughs in schools to monitor the use of researched based/best practices and provide feedback to classroom teachers and principals in assigned content areas.
- * 2. Analyze and collect data quarterly to determine how well the schools are meeting the goals set in the school improvement plan and strategic plan.
- * 3. Supervise, assist, and monitor the district end of course test development process in assigned content areas.
- * 4. Supervise the assessment analysis process and provide assessment data overviews to the principal and district staff.
- * 5. Assist principals to help ensure that all schools have maximized their instructional time and are focused on areas needing attention.
- * 6. Supervise and help plan articulation meetings between schools, departments and grade levels.
- * 7. Conduct school fidelity checks of district priorities on a monthly basis, as needed.
- * 8. Assist principals and their staff in the development of school improvement plans.
- * 9. Provide support and resources to schools and teachers.
- * 10. Maintain such records and reports as required by the district, state or supervisor.
- * 11. Facilitate or participate in site-based and district-wide curriculum meetings.
- * 12. Supervise and plan the implementation of the district-wide Calendar of Skills and assist in keeping it rigorous and relevant.
- * 13. Coordinate supplemental academic after school and summer school programs.
- * 14. Provide professional development in research based/best practices instructional strategies (LFS, WICOR, AVID etc.) to schools.
- * 15. Coordinate with the technology department regarding instructional and assessment software implementation.
- * 16. Coordinate and facilitate curriculum mapping for the district.
- * 17. Participate in the development and implementation of the district's strategic plan.
- * 18. Coordinate the Science Fair activities including all levels of competition.
- * 19. Provide district updates to school board members or community as requested or needed.
- * 20. Assist with public relations activities and articles for the district, including community events.
- * 21. Perform such other duties as may be assigned by the superintendent or designee.

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 regularly lift and/or move up to 10 pounds and frequently 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 moderate to loud.

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 evaluations of personnel.