

**TITLE: Supervisor (Professional Learning)****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. Extensive knowledge of curriculum and instruction, data analysis and teaching methodology.
  4. Practical experience in curriculum planning, implementation, and evaluation, and successful supervisory experience.
  6. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:** Sr. Director, Human Resources

<b><u>JOB GOAL:</u></b>	To increase and support student achievement through providing meaningful professional growth opportunities for all District personnel.
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**SUPERVISES:** Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:** \*Essential Performance Responsibilities

- \* 1. Assess needs, develop, and implement required and necessary professional development programs and activities for all school district staff, including instructional, non-instructional and administrative.
- \* 2. Keep abreast of developments in curriculum, instruction, and professional development and advise leadership in determining their appropriateness for inclusion in the district's initiatives.
- \* 3. Maintain records on employee in-service and process applications for teacher recertification and additions.
- \* 4. Supervise Board rule development and rewrites.
- \* 5. Oversee teacher recruitment, retention activities, and plans.
- \* 6. Supervise the Title II Part A grant preparation, monitoring and annual reporting for the district, charter and private schools.
- \* 7. Prepare, monitor and manage professional development budgets in fiscally sound manner to support training resources for instructional and administrative personnel.
- \* 8. Supervise the Professional Development Council and interpret the inservice program's objectives, results, and needs to district staff, the Board, civic and parent groups, and others.
- \* 9. Assist with the implementation of the district's Teacher Evaluation System and supervise appropriate staff and related programs.
- \* 10. Supervise contracts, advertisements and arrangements for professional development presentations.
- \* 11. Assist in the preparation and administration of the district budget and assist with cost containment strategies.
- \* 12. Supervise the district's Climate Survey process.
- \* 13. Develop and supervise the district's Professional Learning Catalog, District Add-on Programs, and Professional Development System.
- \* 14. Ensure district compliance with the Professional Development System Evaluation Protocol requirements.
- \* 15. Keep abreast of pertinent legislative areas and make program changes as warranted.
- \* 16. Participate in the development and implementation of the district's Strategic Plan.
- \* 17. Conduct program evaluation of selected system-wide professional development initiatives.
- \* 18. Supervise the selection process for the District Teacher of the Year.
- \* 19. Develop protocols and criteria related to personnel performance and survey instruments or other district improvement initiatives.
- \* 20. Conduct formative evaluations and provide feedback as needed.
- \* 21. Assist with development, coordination, monitoring and evaluation of the AVID Program.
- \* 22. Supervise and manage District media programs or other assigned curriculum areas.
- \* 23. Supervise new employee induction and support activities.
- 24. 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 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.