

West Carroll Board of Education

Job Description

Descriptor Term:

**Supervisor
(Instruction)**

Board Policy Reference

5.013

QUALIFICATIONS

1. State of Tennessee Department of Education Professional License with supervisor/administrator endorsement.
2. At least 3 years experience in the field of education.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO

Director of Schools

JOB GOALS

To provide leadership in the implementation of instructional programs and to the improvement of teaching skills in the school district.

DUTIES

1. Performs classroom instructional observations, completes appropriate follow-up, and makes recommendations regarding teacher and support staff performance.
2. Recommends teaching strategies, techniques and materials for classroom use.
3. Plans and conducts staff development.
4. Consults with principals and school staff in developing and implementing school improvement plans.
5. Secures, develops, and distributes instructional materials for classroom use.
6. Monitors the content relevance and effectiveness of instructional materials in terms of established objectives.
7. Orients new teachers in the content areas and the instructional process.
8. Co-ordinates testing program if appointed District Testing Coordinator.
9. 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.
10. Acts as resource person for the director of schools, 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.
11. Consults with teachers and principals to provide a sequence of instruction and learning from grade level to grade level at the system level.
12. Attends board meeting and submits monthly reports as needed.
13. Develops textbook budget to be submitted to director of schools. Secures and keeps an up-to-date inventory of textbooks when appointed textbook coordinator.
14. Participates in interviewing certificated staff; recommends selection and dismissal of staff for employment.
15. Performs other duties as assigned by the director of schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 20 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Office environment; subject to driving to schools to conduct work. Frequent travel within state for Conferences and State Department of Education Meetings.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation of Professional Personnel*.

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.