

JOB DESCRIPTION

TITLE: Supervisor of Elementary Education (Grades 1-8)

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To provide leadership in the implementation of the program of instruction in grades 1-8

SPECIFIC RESPONSIBILITIES:

- A. Contacts and relationships
 - 1. Supervisory
 - a. Supervision received
 - 1. Directly: Superintendent
 - 2. Indirectly: N/A
 - b. Supervision exercised
 - 1. Directly: N/A
 - 2. Indirectly: Teachers
 - 2. Organizational
 - a. Internal
 - 1. Continuous contact with principals and teachers
 - 2. Frequent contact with Superintendent
 - 3. Occasional contact with Supervisors
 - b. External
 - 1. Continuous contact: N/A
 - 2. Frequent contact with SDE
 - 3. Occasional contact with civic and academic organizations
- B. Functions
 - 1. Planning
 - a. Plan a program of self-improvement and professional growth
 - b. Plan a program of assistance for instructional personnel
 - c. Develop in-service training programs for school personnel
 - d. Assist central office personnel in developing school curricula
 - e. Assist principals in developing a plan to evaluate the instructional program
 - f. Assist in developing diagnostic tools for individual student analysis
 - g. Assess annual budgetary requirements for position for processing by the business department
 - h. Make recommendations to Superintendent for policy changes
 - 2. Implementation
 - a. Participate in professional growth activities
 - b. Assist teachers in planning, executing and evaluating instructional activities
 - c. Assist in the administration of in-service programs for school personnel
 - d. Assist in the implementation of the school curricula
 - e. Assist in the implementation of the evaluation program

- f. Assist teachers in administering diagnostic tools for individual student analysis
 - g. Serve as a resource person for the school staff
 - h. Make recommendations for the improvement of the instructional program
 - i. Perform all other duties as required
3. Control
- a. Prepare and submit observation reports of the instructional program
 - b. Monitor the instructional program
 - c. Schedule teacher conferences as needed
 - d. Conduct personnel evaluations upon request
 - e. Revise aforementioned procedures under the supervision of the Superintendent

Employee's Signature

Date