

## MARION COUNTY JOB DESCRIPTION

Position Title: Instructional Supervisor

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

**SUMMARY:** Develop, oversee, and manage the day-to-day operations in the areas of elementary education and district literacy; work with superintendent and instructional team to assist teachers in coordination of curriculum and instructional practices within and among the schools in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.**

- Provides leadership in all district programs related to curriculum and instruction
- Assists principals and teachers in articulating instructional practices within and among schools
- Assists in the planning, organization, and coordination of staff development workshops and clinics, field trips, assemblies, and a variety of other school improvement and remediation educational functions and activities
- Collaborates with instructional personnel concerning school improvement and remediation functions and activities
- Supervises and coordinates staff in providing support for learning among students and staff
- Collaborates in the planning, organization, and implementation of project evaluation and assessment process and school improvement plans
- Coordinates and facilitate the selection and purchase of instructional materials in the district
- Facilitates planning processes within schools and across the district
- Manages committees that influence decisions in curriculum and instruction
- Carries out projects that are assigned by the superintendent to enhance district improvement
- Carries out projects that are assigned by the superintendent to enhance the district.
- Collaborate with the instructional team to ensure compliance with KDE assessment and other requirements
- Demonstrates effective leadership skills, communication skills, organizational skills, problem-solving skills, and decision-making skills
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities
- Demonstrates positive, professional relationships with district personnel, parents and community

- Performs other duties as may be requested by the Superintendent

**SUPERVISORY RESPONSIBILITIES:** This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills, and the ability to effectively share this knowledge and skills with supervised staff. Relevant teaching and instruction experience is required to: demonstrate expected teaching methods, conduct in-service training, and execute all levels of problem and procedural analysis.

When required, this position and those it supervises may meet with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions.

In conjunction, is responsible for appraising performance; addressing complaints and resolving problems as pertaining to this position and the staff that may be supervised.

Must carry out all supervisory responsibilities in accordance with district policies, state and federal statutes, and all other applicable regulations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCES:** Master's Degree in Education; must have strong leadership skills and communication skills.

**CERTIFICATION REQUIREMENTS:** Must meet certification requirements as prescribed in the Kentucky Local Educator Assignment Data Manual. Possession of administrative certification as required by Kentucky law: Supervisor of Instruction.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community members, customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Principles, goals and objectives of public education; Methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the District special projects; legal mandates, policies, regulations, and operational guidelines pertaining to the special funded programs and public school administrative processes; County, State and Federal special funding sources and the trends pertaining to grant proposal development; research techniques, strategies and procedures; provide specialized resource support, and the coordination of creative and innovative special funded school improvement and remedial curriculum and instructional programs; analyze, evaluate and assess school improvement and remediation programs; plan, organize and develop research and survey techniques; plan, organize and participate in the evaluation and assessment of the special funded project programs and activities; effectively serve as a resource to administrative and instructional personnel and community members concerning school improvement and remedial programs; establish and maintain a budget planning and expenditure control procedure; establish and maintain effective organization, community and public relationships; communicate effectively in oral and written form; Understand and carry out oral and written directions with minimal accountability controls.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires

the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.