



Position Description
Supervisor of Instruction
(6-8)

Salary Level: Range IV, Act 93

Contract/Benefits: Act 93

Department or Area: Curriculum and Instruction

Reports To: Director of STEM and Director of Literacy

Prepared Date: October 28, 2013

Prepared by: David Elcock, Director of Human Resources

Approved By: Christina Mazzella, Executive Director, Human Resources

Qualifications:

1. An appropriate valid and current Pennsylvania Instructional II Certificate and Supervisory and/or Principal Certificate.
2. A Master's Degree with Course Work in curriculum and instruction.
3. Consistent record of satisfactory work performance
4. Satisfactory criminal & child abuse clearances (Acts 34, 114, and 151).
5. Minimum of five years of successful teaching experience.
6. Excellent communication skills.
7. Knowledge of and flexibility in the use of computers and software programs typically used within the classroom.
8. A valid and current operator's license for a motor vehicle and have access to an operable vehicle for traveling within and outside the district.
9. Such additional or alternatives to the above qualifications as the Board or Superintendent may determine appropriate and acceptable.

Summary

Supports the Directors of Literacy and STEM in coordinating curriculum and instruction in accordance with school district and state and mandates. 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.

Essential Duties and Responsibilities

1. Provides support and evaluation in assuring quality instructional practices including the three fundamental elements of instruction; comprehension checks, responsive classrooms and higher order thinking skills.
2. Recommends and evaluates best practices in addressing students with special learning needs and English language learners.

3. Assists the Director of Literacy and the Director of STEM in coordinating the development of a District-wide curriculum philosophy and assure complete alignment of all content areas as they relate to the Standards Aligned System (SAS).
4. Assists the Director of Literacy and the Director of STEM in coordinating with all departments to ensure that Literacy and STEM is fully integrated Pre-K through 12.
5. Assists the Director of Literacy and the Director of STEM in providing oversight, planning and implementation of all professional development for Literacy and STEM; including pre-service and in-service workshops and in-service programs at the district and building level.
6. Assists the Director of Literacy and the Director of STEM in coordinating the preparation of status reports and presentations to teachers, administrators, district office personnel and the Board of School Directors as they relate to Literacy and STEM.
7. Provides committee leadership in all Literacy and STEM related areas.
8. Coordinates and participates in conferences and other professional development opportunities for personal growth.
9. Assists the Director of Literacy and the Director of STEM in preparing and monitoring the curriculum budget.
10. Participates on higher education, business, and community education advisory committees.
11. Performs other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional employee situations judiciously; Responds to employee requests for service and assistance; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Demonstrates persistence and overcomes obstacles; Prioritizes and plans

work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, and bend. The administrator is required to use hands or fingers to handle documents, telephone, etc. The administrator is occasionally required to stand; sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position