

CARROLL COUNTY BOARD OF EDUCATION

Job Description for Supervisor of Instruction

QUALIFICATIONS: As set by State Certification Authorities

REPORTS TO: Superintendent

JOB GOAL: Provides programmatic support to schools and District departments; assists in planning, implementation, evaluation, and monitoring of Title I, Title II, and Title IV programs; researches evidence-based practices that can be used in schools to improve student achievement; provides guidance, monitoring, and support of federal programs in private/nonpublic schools. Assists

PERFORMANCE RESPONSIBILITIES:

1. Assist administrators and teachers with the implementation of KERA and the underlying principles that all students can learn and succeed, success breeds success and that schools control the conditions of success.
2. Provide leadership and assist school personnel by providing clarity of focus, expanded opportunities and promoting high expectations of all students.
3. Conduct periodic staff meetings to interpret changes in Board policy or administrative procedures, to discuss developments and to evaluate trends in education as they pertain to the areas of assigned responsibility.
4. Remain abreast of developments and innovations in the field by reading current literature, attending professional society association meetings and conferences and discussing developments and problems of mutual interest with other professional members.
5. Communicate to the Superintendent the requirements and needs of the district as perceived by staff members.
6. Serve as district contact for School Based Decision-Making Councils.
7. Serve as liaison for projects that involve curriculum and the schools.
8. Maintain an accurate accounting of professional development credit that has been accrued by each certified employee and submit records to the Kentucky Department of Education in a timely manner.
9. Supervise and account for the expenditures of professional development funds.
10. Provide a leadership role in district-wide curriculum planning and in-service education for the professional staff.
11. Attend all Board meetings and attend and preside over such other meetings as the Superintendent designates.

12. Prepare drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action.
13. Interpret the programs, philosophy and policies of the district to the total district community.
14. Extend leadership in the cooperative development of the School/District Comprehensive Plan/Strategic Plan.
15. Keep informed of and interpret all laws, regulations and statutes affecting curriculum, planning instruction and assessment.
16. Annually evaluate those assigned by the Superintendent.
17. Assume responsibility for the writing of all project proposals to be submitted to the State Department of Education or other designated agencies.
18. Assist in work of local schools regarding standards and accreditation with the State Department and the Southern Association of Colleges and Schools.
19. Ensure continuous orientation program for new teachers.
20. Review and approve pilot and experimental programs consistent with student needs, community expectations and district goals.
21. Plan, recommend and supervise the operating budget for the Instructional Programs of the district.
22. Determine need to adjust class size or teacher load.
23. Inform Superintendent of need for new units.
24. Prepare reports required by the Superintendent, State Department of Education and others.
25. Work with designated committees of teachers, principals, parents and lay persons in specific programs, projects or courses of action.
26. Serve as liaison between the school and other agencies on projects of a joint community nature that are expected to involve the school and that can be federally funded.
27. Remain up-to-date on the changing laws and requirements regarding federal and state funds available to the schools, identifies possible grant opportunities and when appropriate applies for such grants.
28. Assist the principal in coordinating the planning, implementation and evaluation of the instructional program.
29. Supervise the following programs: ESS, Professional Development, DAC, Gifted and Talented, Vocational Education, Textbook adoption procedures and Title I, II, and VI.
30. Perform and assume such other tasks or responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Carroll County Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance

with Carroll County Board of Education policy.

Revised May 29, 2019