



Queen Anne's County Public Schools

Preparing World-Class Students Through Everyday Excellence

System-Wide Accreditation by the Middle States Association of Colleges & Schools

Position: Supervisor of Instruction - Mathematics and Gifted & Talented Education

Reports To: Deputy Superintendent

Department: C&I

Classification: A&S

Division: C&I

Date: January 2017

Approved: Mark Farley

Revision Date: June 2019

Summary of the Job

The Supervisor of Mathematics and Gifted & Talented Education is responsible for the leadership, administration, and supervision of the Queen Anne's County Public Schools Prek-12 instructional programs and services in conformance with the QACPS strategic plan. The primary work of the supervisor will be to ensure instructional leadership to create systems, structures, processes, and procedures to eliminate gaps in student learning through equitable practices.

Essential Functions

1. Develops, implements, and evaluates all mathematics curriculum Pre K - 12.
2. Creates, revises, and manages benchmark assessments to assess student progress in mathematics.
3. Manages the creation, implementation, and evaluation of professional development activities in mathematics and gifted & talented education.
4. Monitors and reviews student performance data and prepares clear and precise analysis reports to various stakeholders.
5. Maintains current knowledge of mathematics standardized assessments included Maryland Comprehensive Assessment Program (MCAP), Advanced Placement (AP), and the Scholastic Aptitude Test (SAT) as well as knowledge of the Maryland College and Career Readiness Determinations.
6. Provides leadership, direction, and support for implementing mathematics intervention programs.
7. Implements strategies to promote collaborative planning and support vertical articulation of the entire mathematics curriculum.
8. Evaluates teacher performance through informal and formal observations and monitors student achievement.
9. Assists the Deputy Superintendent, Principals, and classroom teachers in the improvement of the instructional programs and increased student achievement to eliminate gaps in student learning through equitable practices. Guides design, development, implementation, and evaluation of curriculum and instructional services.
10. Coordinates the development and implementation of assigned programs in support of the school system's ESSA Consolidated Strategic Plan and the QACPS Strategic Plan.
11. Coordinates the development of all mathematics and gifted & talented education programs and curriculum materials; participates in special study committees and committees to review, modify, develop and/or evaluate programs.

12. Provides the leadership, direction, and support to school-based math specialists.
13. Provides professional development to classroom teachers, math specialists, assistant principals, academic deans, and principals to support instructional leadership in mathematics.
14. Works directly with the Office of Accountability, Assessment, and Data Management regarding Bridge Plans for Academic Validation.
15. Responsible for all district coordination, leadership, direction, and support for gifted & talented education in QACPS.
16. Visits schools to observe and evaluate teaching methods; meets with staff to counsel and assist in curriculum challenges, program planning, assessment data analysis, and implementation; evaluates programs and develops modifications to improve effectiveness.
17. Develops or adapts program and course material; supervises and assists in the design, production and selection of program and teaching aids; prepares specifications for purchase of materials and aids; evaluates texts and materials offered by suppliers; collaborates in developing plans for new or modified facilities; and coordinates articulation of curriculum between grade and school levels.
18. Collaborates with central office curriculum & instruction staff to seek out and design innovative and engaging digital teaching and learning experiences and resources for students and teachers.
19. Serves as a team member of the QACPS Innovation Center to implement recommendations from the 2016 Curriculum Management Audit.
20. Guides the development of collaborative educational partnerships with local institutions of higher education to support district educational initiatives and programs such as dual enrollment, dual credit, and early college programs.
21. Collaborates and participates in Maryland State Department of Education briefings for each area of supervision.
22. Regularly monitors and reviews data, relative to student achievement and teacher performance.
23. Other duties as assigned.

Competencies

1. Fosters a culture of excellence and equity through personal leadership
2. Uses data to set high learning goals to ultimately increase achievement for all students
3. Builds strong school and central office learning communities through shared leadership
4. Manages resources and operations to improve achievement for all students
5. Ability to work on a high performing team while managing multiple tasks, projects, and initiatives

Qualifications

1. Valid Maryland Advanced Professional Certificate with Administrator I endorsement required.
2. Graduation from an accredited college or university with a master's degree in education or a related field to job roles and responsibilities.
3. Minimum of five (5) years of highly effective mathematics teaching experience.
4. Three (3) years' of school-based leadership experience.
5. Experience on a district level mathematics curriculum writing team.
6. Experience and knowledge of COMAR regulations and district policies and regulations related to all areas of responsibility.
7. Experience with educational equity initiatives including the removal of barriers affecting under representative student groups and lessening student academic achievement gaps for these groups.
8. Experience in leading others toward the attainment of strategic goals and outcomes.
9. Demonstrated ability to use word processing, spreadsheet, presentation, and database software.
10. Excellent organizational skills, strong analytical/problem-solving skills, and imaginative, abstract reasoning skills.

11. Working knowledge of various online platforms to include but not limited to PowerSchool, Agile Mind, Performance Matters/Unify, etc.
12. Ability to effectively communicate in writing and orally at high levels.
13. Adhere to all confidentiality protocols.
14. Possess a valid driver's license.

Preferred Qualifications

- Experience in both elementary and secondary mathematics
- Experience in gifted and talented education
- Experience as a school district central office leader related to the job roles and responsibilities.

Work Environment

Work is primarily conducted in an office or classroom setting. Prolonged stationary work and attention to desk or computer tasks are required. This position is cognitively demanding and requires especially well developed professional social skills and communication skills. Movement in and about schools and office buildings/grounds is a frequent requirement.

Additional Responsibilities

1. Performs such other tasks and assumes such other responsibilities as the Deputy Superintendent and/or their designee may assign from time to time.