

# **Somerset County Public Schools**

## **Job Description**

**Job Title:** Secondary Math/Science/STEM Supervisor  
**Department:** Curriculum and Instruction  
**Reports To:** Director of Curriculum and Instruction  
**FLSA Status:** Exempt  
**Prepared By:** Lisa Hopkins/Beth Whitelock  
**Prepared Date:** 01/13/2012  
**Approved By:** Board of Education  
**Approved Date:** 03/20/2012

### **I. Summary**

This position assumes responsibility for instructional supervision, program evaluation, curriculum development, and Classroom Focused Improvement Process (CFIP), Data Analysis, intervention and staff development activities for math, science and STEM instruction in grades 6 - 12 by performing the following duties.

**II. Essential Duties and Responsibilities include the following:** Other duties may be assigned by the Director of Curriculum and Instruction, Assistant Superintendent or Superintendent. The supervisor collaborates with the Secondary and the Elementary Supervisors aligning and coordinating work initiatives and works as a team member with other instructional supervisors and coordinators.

### **INSTRUCTIONAL**

- Provides overall supervision for the secondary math, science and STEM program.
- Observes, records and evaluates classroom instruction; Conducts conferences with Grades 6-12 teachers following observations.
- Coordinates and promotes continuous use of the CFIP process
- Provides training in use of Performance Matters
- Assists the Principal in the final evaluation of teachers.
- Assist in the development of curriculum and curriculum guides.
- Plans and conducts in-service activities to introduce, interpret, develop and support programs of instruction.
- Provides leadership in the development, selection and use of instructional materials.
- Coordinates creation and revision of common assessments, benchmarks, and other local assessments.
- Assists with gathering and reporting public information relative to instruction.
- Plans and coordinates teacher attendance and participation at instructional meetings conducted by SCPS and outside agencies.
- Participates as needed in various meetings as requested such as, but not limited to, parent conferences, IEP meetings, retention conferences, grade level meetings and SIT team meetings.

- Ensures that various reports and forms such as, but not limited to, performance assessments, book level tests and curriculum guides are produced and delivered to each school.
- Represents Somerset County at state level meetings and disseminates information related to instructional initiatives to the County.
- Provides leadership and supervision for transition to the Common Core Curriculum
- Provides leadership and supervision for incorporation of 21<sup>st</sup> Century Skills
- Assists in implementation of the 1-to-1 program and other facets of technology integration.
- Initiates and supports the expansion of STEM initiatives.
- Provides professional development and support for Co-teaching at the secondary level

### **ADMINISTRATIVE**

- Prepares budgets and manages funds related to the middle and high school math, science and STEM programs.
- Participates in selection and assignment of instructional personnel.
- Assists with teacher recruitment.
- Administers according to county policies the purchase of books, materials and equipment.
- Establishes and leads standing and ad hoc committees to improve services.
- Participates on committees which address staff and/or system-wide, state and federal agencies and community groups' needs and requests.
- Compiles data and completes annual plans, evaluations, and monthly reports required by state and federal agencies.
- Compiles and completes grant proposals for outside agency funding.
- Interprets and communicates orally and in writing county policies and directives orally and in writing to principals, teachers and other staff relative to responsibilities.
- Provides continuous assistance to principals in instructional and administrative issues.

## **III. Qualifications**

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.

### **A. Education and/or Experience**

Must have a Master's degree from an accredited institution and at least three years of successful classroom teaching at the middle/high school level in the area of math and/or science.

### **B. Certificates, Licenses, Registrations**

Current Maryland State Teaching Certificate required with an Administrator I endorsement.

### **C. Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, procedure manuals and provide detailed data analysis as directed. Ability to effectively present information and respond to questions from groups of students, administrators, local, state and federal agency officials and the general public.

**D. Mathematical Skills**

Ability to calculate figures and amounts relating to school finance and planning; Ability to apply concepts of basic statistical analysis for instructional improvement

**E. Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**F. Technology Skills**

Ability to access and use Internet resources as well as to effectively use production, presentation, instructional and administrative software; understand and promote instructional technology integration. Ability to expand job knowledge as new technology applications develop through training and participation in workshops and professional development.

**G. Other Skills and Abilities**

Must possess strong supervisory skills. Ability to motivate others to perform well and give performance feedback is essential.

**H. Other Qualifications**

Must be able to travel to middle and high schools within the County on a regular basis. Attendance is also required at numerous out of town meetings and training sessions. Must be dependable. Ensures work responsibilities are covered when absent. Arrives for appointments and meetings on time.

Joins various professional organizations and reads professional journals and other publications in order to remain current in the development of the profession.

**IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.