

Somerset County Public Schools

Job Description

Job Title: Supervisor of Secondary Education
Department: Secondary Education
Reports To: Assistant Superintendent
FLSA Status: Exempt
Prepared By: Beth Whitelock
Prepared Date: 10/07/09
Approved By: **Leo Lawson**
Approved Date: **10/07/2009**

I. Summary

Assumes responsibility for general instructional supervision, program evaluation, curriculum development, and staff development activities for high schools by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Assistant Superintendent or Superintendent.

INSTRUCTIONAL

- Observes records and evaluates classroom instruction and conducts conferences with teachers following observations at the middle and high school levels.
- 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.
- Assists with gathering and reporting public information relative to instruction.
- Coordinates and monitors the implementation of Middle School and High School Accountability and Testing Program.
- Plans and coordinates teacher attendance and participation at instructional meetings conducted by outside agencies.
- Participates in various meetings as requested such as, but not limited to, parent conferences, ARD meetings, retention conferences, grade level meetings and SIT team meetings.
- Ensures that various reports and forms such as, but not limited to, reports cards, grade books, lesson plan books, retention forms, registration forms, performance assessments, book level tests and curriculum guides are produced and delivered to each school.
- Coordinates and monitors the implementation of the High School Assessment.
- Represents the County at state level meetings and disseminates information related to instructional initiatives.

ADMINISTRATIVE

- Prepares budgets and manages funds related to the middle and high school instructional 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.
- Interprets and communicates orally and in writing county policies and directives 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.

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 such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

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. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

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 to 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.