

**Supervisor of Online Learning**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Supervisor**

**QUALIFICATIONS:**

1. Master's degree in education, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. A current teaching certificate in North Carolina.
3. Minimum of seven years teaching experience.

**REPORTS TO:** Director of Secondary Education

**JOB GOAL:** To provide New Hanover County Schools educators staff development growth opportunities that will enable them to develop relationships with all stakeholders, build rigor into their content and use strategies that present relevant instruction that engages all students.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and staff development.
2. Assist with planning a program of relevant, meaningful, professional learning experiences that meets the individual needs of principals, assistant principals, teachers, paraeducators, and other NHCS employees that reflects Common Core and North Carolina Essential Standards, North Carolina Professional Teaching Standards, NCLB, and New Hanover County Schools initiatives that include online learning opportunities.
3. Coach, observe and support teachers in their schools, encourage the teachers to focus on using the new learning immediately in their classroom and continue to support and sustain the learning until it becomes internalized.
4. Establish a positive learning environment with all staff development opportunities.

5. Design learning opportunities that considers participants' prior knowledge and experience and provide follow up sessions that include coaching, study groups and /or action research.
6. Develop the knowledge necessary to serve as the trainer for high quality staff development.
7. Design learning opportunities that utilize research-based strategies supported by New Hanover County Schools.
8. Collaborate with colleagues in all departments on a regular basis.
9. Stay current in research-based improvement strategies to ensure staff development matches needs of all populations.
10. Perform related duties and responsibilities as requested by the Director of Instructional Services.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of teachers.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to provide group facilitation and presentations.
- Knowledge of the North Carolina Teaching Standards for 21st Century Schools.
- Knowledge of adult learning theory.
- Knowledge of the North Carolina Standards for Professional Development, National Staff Development Standards, and professional development requirements under "No Child Left Behind".
- Ability to maintain effective working relationships with administrators and teachers.
- Ability to communicate clearly and concisely, both orally and in writing.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.