

Title I Supervisor
New Hanover County Schools

Job Description

Class: Certified

Dept: Instruction and Academic Accountability

TITLE: Supervisor

- QUALIFICATIONS:**
1. Master's degree in School Administration.
 2. Five or more years' experience as a principal.
 3. Experience working in high needs schools.
 4. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Elementary Education

JOB GOAL: To coach principals of identified Title I schools and provide leadership for the development, coordination, implementation, and on-going evaluation of system wide goals and initiatives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Support Title I schools to develop and maintain an instructional leadership program which is aligned to all local, state and federal goals and requirements.
3. Work with Title I school principals to resolve school-based concerns and issues; provide recommendations for instructional leadership.
4. Assist principals in aligning instructional resources with the school system's priorities and strategic plan.
5. Assist in coordinating professional development services for Title I schools which are aligned with school system and school based instructional plans and goals.
6. Plan and develop system wide programs to be implemented across all Title I schools and monitor their results.
7. Assist in the implementation of school system initiatives designed to increase student achievement at Title I schools, assist principal with shaping a vision of academic success for all students.

8. Support Title I Schools in creating hospitable climates where stakeholders feel a cooperative spirit and take risks.
9. Ensure a link between professional development and a change in practice by building and/or deepening the knowledge in school leaders on how to progress monitor, including observation, feedback and reflection.
10. Assist in preparation of grant applications to receive Federal Funds to implement the Title I Program. Monitor grant expenditures to ensure the program is implemented within Federal rules and regulations. Review school plans and budgets; visit schools to review documentation.
11. Monitor and keep records of Title I program and funds allocated to the Local Education Agency. Create, prepare and submit required local, state and federal reports.
12. Perform other duties and responsibilities as assigned by the Director of Elementary Education.

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: SAII

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

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.