

AIG Supervisor
New Hanover County Schools

Job Description

Class: Administrative

Dept: Instruction & Academic Accountability

TITLE: Supervisor

- QUALIFICATIONS:**
1. Master's degree in education with a current North Carolina teaching certificate or equivalent combination of education and experience. Must be an AIG licensed educator.
 2. Minimum of five years teaching experience with a broad knowledge of testing/assessment and interpretation of educational data. Prefer administrative experience.
 3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Secondary Education

JOB GOAL: To facilitate and monitor a comprehensive program of service to students referred or identified as academically gifted in the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Plan and monitor a rigorous, differentiated curriculum in alignment with the goals and objectives of district's vision for academically gifted students.
3. Maintain a current data base of the status of academically gifted students.
4. Participate in the support of staff development for academically gifted teachers, classroom teachers and administrators.
5. Provide cognitive coaching to monitor and maintain a rigorous curriculum for academically gifted students.
6. Assist school personnel with the best teaching practices to increase the number of underserved students in academically gifted classes.
7. Collaborate with administrators, principals, staff and parents to ensure an appropriate differentiated curriculum for academically gifted students.

8. Use current models of curriculum to enhance instruction and to improve student achievement.
9. Keep abreast of gifted educational initiatives and programs.
10. Provide information to school personnel to assure a consistent educational program for academically gifted students.
11. Meet with academically gifted school teams to review the needs of bright students who may need differentiation or accelerated instruction.
12. Maintain knowledge and skills related to the identification and instruction of academically gifted students.
13. Perform related duties and responsibilities as requested by the Director.

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/Contract/FLSA Exempt

Starting Salary and/or Grade: SA I

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:

- Knowledge of the state and local gifted education policies, practices and requirements.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, central office staff and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- 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.