

Title: Supervisor of Adult and Community Education (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of the instructional program in the System.

- Initiates planning and evaluation procedures in Adult and Community Education.
- Develops personal objectives to improve supervisory effectiveness.
- Assists in the development of instructional objectives designed to help teachers meet the goals of the System.
- Plans, implements, and evaluates offerings in the Community Education Program.
- Reviews evaluation results in order to improve instructional practices.

Any and all duties as assigned by Assistant Superintendent of Curriculum and Instruction

Leadership-Provides leadership in supervising the work of adult and community educational instructional personnel.

- Offers instructional leadership to teachers in assigned instructional areas.
- Serves as professional consultant on all matters related to instruction and curriculum in the Adult and Community Education Program.
- Helps teachers overcome problems related to classroom instruction.
- Cooperates with principals and teachers in order to improve community and public relations.
- Assists in interviewing prospective teachers in order to obtain the most qualified personnel.
- Observes and evaluates community instructional practices upon request.
- Provides in-service training for teachers.
- Serves as a resource person on all new trends and practices in Adult and Community Education.

Management-Initiates practices and procedures to maintain an adequate instructional program.

- Initiates, interprets, disseminates and administers all policies and guidelines relating to Adult and Community Education.
- Provides budget information related to instructional needs of Adult and Community Education.
- Supervises and coordinates utilization of school facilities by the community in designated school programs.

Student Services-Supervises procedures which promote the success and well-being of students.

- Works to insure instructional practices designed to meet the present and future needs of students and adults.
- Oversees classroom procedures in order to maximize student success.
- Works with teachers to help them overcome problems related to student success in adult and community relations.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Communicates instructional goals, objectives, policies, procedures and problems to the staff, parents, community and media.
- Cooperates with principals, supervisors, and directors to provide a total educational program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.

Professional Development-Plans for professional self-development

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Assistant Superintendent of Curriculum and Instruction

Supervises: Adult and Community Education Staff and Personnel

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.