

**Title:** Supervisor of Instruction: Elementary PK – 6 (FLSA Exempt)

**Performance Responsibilities:**

**Design and Evaluation - Supervises the design and evaluation of elementary instruction and the school health program.**

- Develops comprehensive goals and objectives to insure effective elementary instruction.
- Reviews and improves programs on an annual basis.
- Makes annual projections of program needs, including professional and non-professional personnel requirements, programs and facilities.
- Assists in the development of instructional objectives which help teachers to meet the goals of the School System.
- Plans, implements and supervises system wide testing of elementary instructional effectiveness.
- Reviews evaluation results in order to improve instruction.
- **Any and all duties as assigned by the Director of Elementary Education**

**Leadership-Supervises the work of all elementary personnel.**

- Recommends employment of teachers, specialists and ancillary personnel to work with elementary programs.
- Approves performance and progress of subordinate personnel based on systematic procedures outlined by the School System.
- Provides in-service training for personnel.
- Recruits, interviews, and makes recommendations for employment of professional staff as needed.
- Observes and evaluates classroom instructional practices upon request of principal.

**Management-Initiates activity necessary to maintain an effective elementary instructional program.**

- Initiates practices and procedures designed to assist teachers with instructional practices.
- Supervises the ordering and utilization of instructional aids.
- Supervises instructional practices in the classrooms in order to coordinate teaching procedures throughout the District.
- Supervises the curricular revision and publication of guides.

**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.
- Oversees classroom procedures to maximize student success.
- Works with teachers to help them overcome problems related to student success.
- Gathers long-range data on the academic success of students who leave the elementary program in order to make improvements in instruction.

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

- Works to achieve maximum understanding and support of public education.
- Communicates instructional goals, objectives, policies, and procedures to 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 others.

**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:** Director of Elementary Education

**Supervises:** All elementary instructional personnel.

**Signature of Evaluatee:** \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Employee Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_  
Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original-Human Resources

Copy-School/Site File

Copy-Employee