

**Title:** Supervisor of Instruction: Secondary 7-12 (FLSA Exempt)

**Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of secondary instruction.**

- Initiates planning and evaluation procedures designed to upgrade all aspects of secondary education.
- Directs the development of comprehensive goals and objectives designed to guide the secondary program and other areas of responsibility.
- Develops personal goals and objectives to insure effective leadership.
- Stimulates and assists staff in investigating, evaluating, and implementing changes.
- Reviews the design and evaluation of system wide testing of instructional effectiveness in secondary instruction.
- Reviews evaluation results in order to improve instructional practices in all areas of secondary education.
- 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.
- **Any and all duties as assigned by the Director of Secondary Education**

**Leadership-Provides leadership in directing the work of personnel in the secondary schools.**

- Assumes responsibility for assistance in selection, assignment, evaluation and development of secondary personnel.
- Recommends assistance and/or dismissal procedures for unsatisfactory personnel.
- Provides leadership in planning, managing and evaluating staff development and in-service programs.
- Assists in directing, disseminating and interpreting and administering personnel policies.
- Assists teachers in locating and selecting appropriate classroom teaching materials.
- Observes and evaluates classroom instructional practices.
- Advises subordinates on all matters related to instruction and curriculum in secondary education.

**Management-Initiates activities necessary to maintain an effective secondary instructional program.**

- Administers, supervises, or delegates responsibilities related to secondary instruction.
- Supervises the maintenance of records, files, and documents related to areas of responsibility.
- Provides budget information related to instructional needs of secondary education.
- Coordinates the academic offerings of secondary education in order to insure instructional effectiveness.
- 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 are 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.
- Reviews long-range data on the academic success of students who leave the secondary program in order to make improvements in instruction.

**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 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.
- Works with parents, students, principals, and other personnel in order to solve problems.

**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 Secondary Education

**Supervises:** All secondary 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