

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

CHIEF OF EQUITY, ENGAGEMENT, AND EARLY ACCESS

POSITION: Chief of Equity, Engagement, and Early Access

REPORTS TO: Deputy Superintendent

LOCATION: Department of Equity, Engagement, and Early Access

NATURE OF WORK:

Directs multiple federal, state, and local programs within the Division of Curriculum and Instruction for elementary schools. Coordinates the supervision and evaluation of federal, state, and local programs including the strategic planning and program improvement, and staff evaluation within SMCPs.

ESSENTIAL FUNCTIONS:

Provides leadership, guidance, direction, and oversight for the development, implementation, and evaluation of federal, state, and local programs including Title I, early childhood programs including Pre-Kindergarten, the Judy Center Early Learning Hubs, Head Start, and the Teacher Academy Program of Maryland (TAM), and to ensure equity across the school system.

DUTIES AND RESPONSIBILITIES:

- Recommends programs of professional development required for quality instruction and implementation of the federal, state, and local programs;
- Interprets grant documents, requirements, professional development opportunities, and other projects designed to benefit school personnel, stakeholders, and to the public;
- Assists the Deputy Superintendent of Instruction to establish goals; develop plans and procedures related to the operation of the identified instructional programs.;
- Ensures that all decisions are reviewed with equitable practices, policies, and systems that promote success for every student;
- Coordinates the procedures for the review, selection, evaluation, and reconsideration of instructional materials for inclusion in programs or to supplement existing instructional materials;
- Participates in the preparation of the operating budget pertaining to federal, state, and local programs;
- Prepares annual budget requests and analyzes fiscal matters related to the instructional program;
- Supervises and evaluates the performance of instructional supervisors and coordinators, resource, instructional, and family support staff assuring that resources are equitably applied, programs are balanced and communication among supervisors is deliberate and effective;
- Works with other departments within the Division of Instruction to facilitate successful implementation of curriculum instructional, and developmentally appropriate practices and to provide program-wide, and system-wide coordinated professional development activities for all teachers and support staff;
- Works collaboratively with principals and the Department of Human Resources in recruiting teachers and identifying potential leaders and department chair;
- Serves as a member of the Superintendent's Cabinet and the Division of Instruction;
- Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to elementary curriculum and instruction;
- Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education;

- Assures compliance with federal and state laws, local policies, and regulations;
- Recommends, plans, and implements professional development programs to support and enhance the implementation of the instructional program;
- Oversees the review, selection, evaluation, and reconsideration of instructional materials for identified programs or to supplement programs;
- Assures the instructional materials and programs are developmentally appropriate and implemented with fidelity;
- Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs;
- Communicates information regarding curriculum development activities and other related projects to school personnel, stakeholders, and to the public;
- Oversees the development of policy and related regulations and recommends adoption of policy to the Board of Education;
- Participates in the preparation of the operating budget as it pertains to federal, state, and local programs;
- Works with appropriate staff to design and implement applicable portions of the ESEA Plan;
- Reviews and approves the Title I School Wide plans, the Head Start guidance documents, and protocols;
- Provides for supervision and evaluation of federal, state, and local program staff as well as other departmental personnel;
- Works with members of the Superintendent's Cabinet and the Division of Instruction to establish goals and develop plans and procedures related to eliminating the achievement gap; and
- Works with members of the Superintendent's Cabinet and the Division of Instruction to achieve the mission, goals, and annual objectives of the school system.

QUALIFICATIONS:

- Have earned a Master's degree and hold an endorsement in administration and supervision under Maryland certification (Administrator II);
- Knowledge of instructional programs and teaching methodologies (PK-5);
- Three years of successful teaching experience;
- Three years of school-based administration preferred;
- Experience with analysis of achievement data for intervention and instructional modification;
- Demonstrated qualities of outstanding leadership; and
- Exemplary skills in communication, decision-making, and problem-solving.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

BARGAINING UNIT ELIGIBILITY: SMASA