

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

SUPERVISOR OF STRATEGIC INITIATIVES (GRANT-FUNDED)

POSITION: Supervisor of Strategic Initiatives (Grant-Funded)
(twelve-month assignment)

REPORTS TO: Chief Strategic Officer

LOCATION: Department of Strategic Initiatives

NATURE OF WORK:

This position provides leadership in the development, implementation, and supervision of system initiatives under the Department of Strategic Initiatives. The supervisor is responsible for assisting site administrators and teachers in system-wide programs, including -but limited to- Maryland Leads Grant initiatives, Maryland's Blueprint for Education, and teacher leadership and support programs. The supervisor must demonstrate effective administrative skills, communication skills, organizational skills, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, ability to observe and provide evaluative feedback to staff, effective and efficient use of technology, and participation in on-going professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

ESSENTIAL FUNCTIONS:

Essential functions of this position include but are not limited to:

- Ability to collaborate with co-workers and stakeholders within St. Mary's County Public Schools (SMCPS) as well as the community and public;
- Ability to compile data from various sources and analyze data to make informed decisions related to the system-wide initiatives, instructional programs, and staff professional development;
- Ability to comply with financial, legal, and administrative processes, policies, and regulations;
- Ability to facilitate meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events;
- Ability to serve as a positive representative of SMCPS at all times;
- Ability to interview, observe, evaluate, train, and supervise staff;
- Ability to stay current on matters related to federal, state, and local curriculum, content, objectives, policies, regulations, and procedures;
- Ability to track and maintain an accurate accounting of allocated budgets at all times;
- Ability to present information verbally, in writing, and through presentations in a professional, clear, and concise manner;
- Ability to respond to issues and inquiries from internal and external parties;
- Ability to maintain a clean and clear driver's license and ability to operate a Board vehicle;
- Ability to perform work in an office setting as well as remotely from school buildings;
- Ability to attend meetings both in-county and outside the county as requested; and
- Ability to use technology effectively and efficiently.

DUTIES AND RESPONSIBILITIES:

The supervisor will be responsible for managing and supporting system-wide programs, including -but limited to- Maryland Leads Grant initiatives, Maryland's Blueprint for Education, and teacher leadership and support programs. This will include coordinating and facilitating professional

development, conducting staff observations, and assisting school and system staff with school system initiatives. The supervisor will be responsible for performing the duties as described herein. Additional responsibilities may be assigned by the Chief Strategic Officer.

I. Program Planning and Development

1. Participates in identifying and assessing staff and system needs for professional development;
2. Helps to develop goals, objectives, and plans for system initiatives;
3. Works with appropriate staff to plan strategies to achieve identified outcomes for system planning; and
4. Assists in coordinating programs with appropriate local, state, and federal programs and/or regulations.

II. Personnel Management and Services

1. Assists in interviewing and assigning personnel as needed;
2. Plans and implements system-wide orientation for appropriate personnel;
3. Establishes effective working relationships with instructional personnel;
4. Participates in staff observations and conferences to promote professional growth;
5. Serves as a resource to administrators and instructional staff to promote continuous improvement; and
6. Develops and conducts professional development to strengthen present programs and/or to initiate new programs.

III. Administration

1. Plans, conducts, and/or participates in professional development and meetings;
2. Schedules and coordinates the services of other system personnel and outside partners and consultants;
3. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information; and
4. Plans, develops, and coordinates the publication of curricular materials.

IV. Procuring and Allocating Resources

1. Assists in the identification and procurement of grant funding;
2. Assists in the preparation of the budget items related to grant or system programs as appropriate;
3. Coordinates evaluation and selection of material and equipment;
4. Assists in the preparation of bid lists for material and equipment; and
5. Reviews and controls as appropriate, the expenditures of allocated funds.

V. Community - Public Relations

1. Assists in informing the public concerning system-wide programs and initiatives;
2. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions; and
3. Assists in the preparation of material for public information and awareness.

VI. Interacting and Articulating within the School System

1. Receives and transmits communications related to policies, procedures, programs, and operations within the school system;

2. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies; and
3. Participates in committees, meetings, and other partnership activities as required.

VII. Evaluating Programs and Personnel

1. Performs a continuous evaluation of programs and participates in special evaluations; and
2. Assists principals in the formal and informal observation and evaluation of staff.

VIII. Leadership in Interpersonal Relations

1. Demonstrate strong public relations skills when dealing with students, parents, and the community;
2. Interacts with school personnel in a manner that fosters organizational and instructional improvement;
3. Serves as a mediator in resolving conflicts; and
4. Demonstrates positive human relations skills.

QUALIFICATIONS:

- Possess a master's degree;
- Possess an Advanced Professional Certificate and Administrator I endorsement;
- Demonstrated knowledge of appropriate instructional and curricular methodologies;
- Have a minimum of five years of successful teaching experience; and
- Demonstrated leadership experience.

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 C.

BARGAINING UNIT ELIGIBILITY: SMASA