

**Supervisor Special Programs**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Supervisor**

**QUALIFICATIONS:**

1. Master's degree in education and a current North Carolina teaching certificate.
2. Minimum of seven years teaching experience.
3. Other qualifications as the superintendent and board may determine appropriate.

**REPORTS TO:** Director of Curriculum & Instruction

**JOB GOAL:** To assist the Director with the implementation of specialized programs for all New Hanover County Schools, including online learning, specialty high school applications, and state mandated programs.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Coordinate specialty academic programs, including online learning, high school application processes, and state mandated programs (i.e., RtA/CCRG); visit schools and observe classes to evaluate current programs and assess the need for new programs; meet with principals and teachers to discuss the implementation of curriculum goals; schedule specialists as required.
3. Serve as curriculum liaison between the NC Department of Public Instruction and NHCS department chairpersons and curriculum representatives.
4. Provide instructional support and staff development opportunities for classroom teachers and administrators with a focus on online/digital learning.
5. Assist with planning, implementation, and evaluation of the specialized academic programs.
6. Coordinate and schedule local, district, and state competitions in collaboration with Curriculum Specialists.

7. Assist the school system with the acquisition of appropriate instructional materials and equipment for specialized academic programs.
8. Collaborate with other departments and serve on interdepartmental committees.
9. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
10. Supervise virtual instruction and instructional platforms including NCVPS and locally taught courses
11. Perform other duties and responsibilities as assigned by the Director of Curriculum & Instruction.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills, and Abilities:**

- Knowledge of the NC SCOS K-12.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Workspace.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.