

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

**SUPERVISOR OF INSTRUCTION – CAREER AND TECHNOLOGY EDUCATION (CTE)**

**POSITION:** Supervisor of Instruction – Career and Technology Education (CTE)

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

**LOCATION:** Department of Curriculum and Instruction

**NATURE OF WORK:**

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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 performing the duties as described below. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

**I. Program Planning and Development**

A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments

B. Helps to develop system instructional goals, objectives, and plans

- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous school improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

## VIII. Leadership in Interpersonal Relations

- A. Demonstrates strong public relation skills when dealing with students, parents, and the community
- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts

D. Demonstrates positive human relations skills

QUALIFICATIONS:

- Possess a master's degree
- Possess an Advanced Professional Certificate with certification in Career and Technology Education (CTE), Administrator I endorsement required
- Demonstrate knowledge of appropriate instructional and curricular methodologies for career and technology education
- Have a minimum of five years of successful teaching experience in CTE

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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

## SUPERVISOR OF INSTRUCTION – COLLEGE AND CAREER READINESS (CCR)

POSITION: Supervisor of Instruction – College and Career Readiness (CCR)

REPORTS TO: Chief Academic Officer

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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 facilitating the fulfillment of Blueprint Implementation instructional requirements and SMCPS assurances. The supervisor will be responsible for performing the duties as described herein. The Chief Academic Officer may assign additional responsibilities.

#### I. CCR Assurances

- Develops, submits and responds to CCR reporting requests of both MSDE and the AIB;

- Develops a tool for system leaders to utilize to document and track their facilitation and completion of Blueprint Implementation requirements and SMCPs assurances made;
- Facilitates process and collates documentation of Individualized CCR Meetings with 10<sup>th</sup> and 11<sup>th</sup> grade students not meeting CCR;
- Develops a tool and communicate the process for system and school leaders to document attendance at all professional development offered - both required and optional both system-wide and school specific; and
- Communicates CCR to the stakeholder community

## II. CCR Support Pathways

- Supports Freshman Academy Seminar and CCR Seminar Courses - content, professional development and observations of staff; and
- Establishes support classes either required/suggested by MSDE and/or by content supervisors (ex: Academic Literacy Classes) to include: curriculum; assists with teacher observations; facilitates professional Development; and works to gain timely Program of Studies approval.

## III. Post CCR Pathways

- Dual Enrollment
  - Partners with CSM to assist updates to MOU's and communication between and among schools, leaders, and community stakeholders;
  - Assists with Dual Enrollment teacher observations as needed or requested; and
  - Revises and keep current the Approved Dual Enrollment Courses listing.
- Collaborates with content supervisors to ensure AP programming is accessible and equitable among schools
  - Communicates AP opportunities to the stakeholder community;
  - Establishes a process of how system-wide PSAT administration data will be used to identify and communicate with students and their families AP potential;
  - Offers, facilitates, tracks, and communicates the required Maryland AP Pathway as well as other AP recognized pathways to staff, students and community stakeholders;
  - Works to gain AP approval for additional or revisions to SMCPs AP courses with both the College Board and the SMCPs Program of Studies; and
  - Assists with AP teacher observations as needed or requested

## IV. Instructional Multi-Tiered Systems of Support Facilitator

- Point of Contact for all contents ensuring Tier I, II and III instruction;
- Works with DAA to update and analyze school data cards to identify data gaps on required assessments, attendance, discipline and state reports and work with schools to develop plans to address and remedy those gaps;
- Reviews content pacing guides and curricular resources to ensure they include MTSS guidance to teachers;
- Provides ongoing PD to new staff and staff as is needed to document Tier II and III instruction in Performance Matters;
- Acts as liaison between the Department of Curriculum and Instruction and the Department of Special Education;
- Works with the Supervisor that oversees the Literacy Lead Interventionists to utilize LITS and LITAS appropriately and to meet set MTSS goals;
- Observes teachers as requested by other content supervisors or building administrators; and
- Facilitates and submits to MSDE the annual SIS Data Collection.

#### V. Community - Public Relations

- Assists in informing the public concerning assigned areas(s) of instruction;
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions; and
- Assists in the preparation of material for public information and awareness.

#### VI. Interacting and Articulating within the School System

- Receives and transmits communications related to policies, procedures, programs, and operations within the school system;
- Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies; and
- Participates in committees, meetings, and other partnership activities as required.

#### VII. Evaluating Programs and Personnel

- Performs a continuous evaluation of programs and participates in special evaluations; and
- Assists principals in the formal and informal observation and evaluation of instructional personnel.

#### VIII. Leadership in Interpersonal Relations

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

#### QUALIFICATIONS:

- Possess a master's degree;
- Possess a valid Advanced Professional License and Administrator I endorsement required; and
- Have a minimum of five years of successful teaching experience.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on the Supervisors and Administrators personnel salary schedule – Range C.

#### BARGAINING UNIT ELIGIBILITY: SMASA

Updated 2024

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

## SUPERVISOR OF INSTRUCTION – ELEMENTARY MATHEMATICS

POSITION: Supervisor of Instruction – Elementary Mathematics

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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:

#### I. Program Planning and Development

A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments

B. Helps to develop system instructional goals, objectives, and plans

C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes

- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

## VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

QUALIFICATIONS:



- Possess a master's degree;
- Possess an Advanced Professional Certificate;
- Possess Administrator I and/or Administrator II certification;
- Demonstrate knowledge of appropriate instructional and curricular methodologies, PreK -5;  
and
- Have a minimum of five years of successful teaching experience in mathematics.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARYGRADERANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**

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

**SUPERVISOR OF INSTRUCTION – ELEMENTARY PROGRAMS**

POSITION: Supervisor of Instruction – Elementary Programs

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

**NATURE OF WORK:**

This position provides leadership in developing and implementing curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, 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 interdisciplinary instructional programs at the elementary level. This will include support and professional development related to curriculum and instruction, coordinating and facilitating professional development, conducting teacher observations, and assisting other elementary content supervisors with state requirements and school system initiatives. The supervisor will be responsible for performing the duties as described herein. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

#### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

#### II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

#### III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

#### IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding

- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate, the expenditures of allocated funds

V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

QUALIFICATIONS:

- Possess a master's degree;
- Possess an Advanced Professional Certificate with certification in Elementary Education and Administrator I endorsement required;
- Demonstrated knowledge of appropriate instructional and curricular methodologies;
- Have a minimum of five years of successful teaching experience at the elementary school level; 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 twelvemonth employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**

Updated 04.03.2023

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

SUPERVISOR OF INSTRUCTION – ELEMENTARY READING/LANGUAGE ARTS

POSITION: Supervisor of Instruction –Elementary Reading/Language Arts

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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.

DUTIES AND RESPONSIBILITIES:

The supervisor will be responsible for perform the following duties. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote school improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners

and consultants

C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information

D. Plans, develops and coordinates the publication of curricular materials

IV. Procuring and Allocating Resources

A. Assists in the identification and procurement of grant funding

B. Reviews instructional budget requests from schools

C. Assists in preparation of the instructional budget

D. Coordinates evaluation and selection of instructional material and equipment

E. Assists in the preparation of bid lists for material and equipment

F. Reviews and controls as appropriate the expenditures of allocated funds

V. Community - Public Relations

A. Assists in informing the public concerning assigned areas(s) of instruction

B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions

C. Assists in the preparation of material for public information and awareness

VI. Interacting and Articulating within the School System

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

B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies

C. Participates in committees, meetings, and other partnership activities as required

VII. Evaluating Programs and Personnel

A. Performs a continuous evaluation of programs and participates in special evaluations

B. Assists principals in the formal and informal observation and evaluation of instructional personnel

VIII. Leadership in Interpersonal Relations

A. Demonstrates strong public relation skills when dealing with students, parents, and the community

B. Interacts with school personnel in a manner which fosters instructional improvement

C. Serves as a mediator in resolving conflicts

D. Demonstrates positive human relations skills

QUALIFICATIONS:

- Possess a master's degree;
- Possess an Advanced Professional Certificate;
- Possess Administrator I endorsement;
- Demonstrate knowledge of appropriate instructional and curricular methodologies, K-5;
- Have a minimum of five years of successful teaching experience in Reading/Language Arts at the elementary level, and;
- Demonstrated leadership experience.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

BARGAINING UNIT: SMASA

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

## SUPERVISOR OF INSTRUCTION – ELEMENTARY SCIENCE AND HEALTH

POSITION: Supervisor of Instruction – Elementary Science and Health

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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:

- Works collaboratively with the Department of Curriculum and Instruction as well as school-based staff;
- Communicates information from MSDE as well as the Department of Curriculum and Instruction with SMCPS staff members and stakeholders;
- Communicates effectively in writing, orally, and electronically;
- Demonstrates knowledge of appropriate instructional and curricular methodologies;
- Understands and knows how to accomplish the position requirements, goals, duties and responsibilities;
- Able to support schools directly on-site as well as through virtual platforms;
- Has knowledge and understanding of appropriate instructional and curricular methodologies.

### DUTIES AND RESPONSIBILITIES:

The supervisor will be responsible for science and health instructional programs at the elementary level. This will include support and professional development related to the Next Generation Science Standards, the state Health Standards, teacher observations, and the development of curriculum and assessment resources. The supervisor will be responsible for performing the duties as described herein. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

#### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments;
- B. Helps to develop system instructional goals, objectives, and plans;
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes;
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility;
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations;
- F. Appropriately models and supports the integration of instructional technologies to support student learning; and



G. Assists and supports STEM programming.

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed;
- B. Collaborates in the planning and implementation of system-wide orientation for appropriate personnel;
- C. Establishes effective working relationships with instructional personnel;
- D. Conducts teacher observations and conferences with teachers to promote professional growth;
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement; and
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs.

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings;
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants to include elementary school Wellness Coordinators;
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information; and
- D. Plans, develops and coordinates the publication of curricular materials.

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding as appropriate;
- B. Reviews instructional budget requests from schools;
- C. Assists in preparation of the instructional budget;
- D. Coordinates evaluation and selection of instructional material and equipment;
- E. Assists in the preparation of bid lists for material and equipment; and
- F. Reviews and controls as appropriate the expenditures of allocated funds.

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction;
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions;
- C. Assists in the preparation of material for public information and awareness; and
- D. Chairs/co-chairs the SMCPHS Health Council.

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system;
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies; and
- C. Participates in committees, meetings, and other partnership activities as required.

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations; and
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel.

## VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community;
- B. Interacts with staff in a positive and productive manner which fosters instructional improvement;
- C. Serves as a mediator in resolving conflicts; and
- D. Demonstrates positive human relations skills.

**QUALIFICATIONS:**

- Possess an Advanced Professional Certificate, master's degree, and Administrator I and/or Administrator II certification;
- Minimum of five years of successful teaching experience teaching science and/or health;
- Knowledge of appropriate instructional and curricular methodologies; and
- Experience in instructional leadership.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**

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

## SUPERVISOR OF INSTRUCTION – EMPHASIS IN WORLD LANGUAGES/ELL

POSITION: Supervisor of Instruction – Emphasis in World Languages/ELL

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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 World Languages and programs for English Language Learners (ELL). This includes performing the duties as described below. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

#### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

## VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with school personnel in a manner which fosters instructional improvement

- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

**QUALIFICATIONS:**

- Possess a master's degree;
- Possess an Advanced Professional Certificate with certification in World Language Instruction or ESOL, and Administrator I endorsement required;
- Demonstrated knowledge of appropriate instructional and curricular methodologies for language programs; and
- Have a minimum of five years of successful teaching experience in either world languages or ESOL/ELL programs.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the Supervisors and Administrators personnel salary schedule – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**

Updated 2018

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

## SUPERVISOR OF INSTRUCTION – FINE ARTS

POSITION: Supervisor of Instruction for Fine Arts

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, 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 perform the following duties. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

#### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments

- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote school improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

## VIII. Leadership in Interpersonal Relations

- A. Demonstrates strong public relation skills when dealing with students, parents, and the community

- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

**QUALIFICATIONS:**

- Possess a master's degree.
- Possess an Advanced Professional Certificate.
- Possess Administrator I and/or Administrator II certification.
- Demonstrate knowledge of appropriate instructional and curricular methodologies, PreK-12.
- Have a minimum of five years of successful teaching experience in choral or instrumental music, art, or drama.

**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: SMASA**



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

## SUPERVISOR OF INSTRUCTION – INSTRUCTIONAL PROGRAMS

**POSITION:** Supervisor of Instruction – Instructional Programs

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

**LOCATION:** Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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 interdisciplinary instructional programs at all instructional levels. This will include support and professional development related to MCCRS integration; adherence to ESSA legislation and facilitation and oversight of grants; supervision, coordination and support of Instructional Resource Teachers; teacher observations; and support for cross-disciplinary programs such as facilitation of county-wide Professional Development; organization of the county Professional Development site, and peer coaching. The supervisor will be responsible for performing the duties as described herein. The Director of Curriculum and Instruction may assign additional responsibilities.

### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, staff, community, and school system; reviews and develops Professional Development to meet those instructional needs
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum initiatives by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

### II. Personnel Management and Services

- A. Assists in interviewing and assigning Instructional Resource Teachers and other instructional personnel as needed
- B. Plans and implements system-wide orientation and on-going training for personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

### III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

### IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools as required/requested
- C. Assists in preparation of the instructional and professional development budget
- D. Coordinates evaluation and selection of instructional materials and equipment
- E. Assists in the preparation of bid lists for materials and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

### V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

### VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

### VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

### VIII. Leadership in Interpersonal Relations

- A. Demonstrates strong public relation skills when dealing with students, parents, and the community.
- B. Interacts with school personnel in a manner that fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

#### QUALIFICATIONS:

- Possess a master's degree;
- Possess a valid Advanced Professional Certificate and Administrator I endorsement required;
- 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 position will be based on the Supervisors and Administrators personnel salary schedule – Range C.

#### BARGAINING UNIT ELIGIBILITY: SMASA

Updated 2018

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

**SUPERVISOR OF INSTRUCTION – SECONDARY MATHEMATICS**

POSITION: Supervisor of Instruction –Secondary Mathematics

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

**NATURE OF WORK:**

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, 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

### I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

### II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

### III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular material

### IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

### V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction

- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community
- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

QUALIFICATIONS:

- Possess a master's degree;
- Possess an Advanced Professional Certificate in secondary mathematics;
- Possess Administrator I and/or Administrator II certification;
- Demonstrate knowledge of appropriate instructional and curricular methodologies, 6 -12; and
- Have a minimum of five years of successful teaching experience in mathematics.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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

## SUPERVISOR OF INSTRUCTION – SECONDARY SCIENCE AND HEALTH

POSITION: Supervisor of Instruction – Secondary Science and Health

REPORTS TO: Director of Curriculum and Instruction

LOCATION: Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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:

- Works collaboratively with the Department of Curriculum and Instruction as well as school-based staff;
- Communicates information from MSDE as well as the Department of Curriculum and Instruction with SMCPS staff members and stakeholders;
- Communicates effectively in writing, orally, and electronically;
- Demonstrates knowledge of appropriate instructional and curricular methodologies;
- Understands and knows how to accomplish the position requirements, goals, duties and responsibilities;
- Able to support schools directly on-site as well as through virtual platforms;
- Has knowledge and understanding of appropriate instructional and curricular methodologies.

### DUTIES AND RESPONSIBILITIES:

The supervisor will be responsible for science and health instructional programs at the secondary level. This will include support and professional development related to the Next Generation Science Standards, the state Health Standards, teacher observations, and the development of curriculum and assessment resources. The supervisor will be responsible for performing the duties as described herein. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

#### I. Program Planning and Development

1. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments;
2. Helps to develop system instructional goals, objectives, and plans;
3. Works with appropriate staff to plan strategies to achieve student success in identified outcomes;

4. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility;
5. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations;
6. Appropriately models and supports the integration of instructional technologies to support student learning; and
7. Assists and supports STEM programming.

## II. Personnel Management and Services

1. Assists in interviewing and assigning instructional personnel as needed;
2. Collaborates in the planning and implementation of system-wide orientation for appropriate personnel;
3. Establishes effective working relationships with instructional personnel;
4. Conducts teacher observations and conferences with teachers 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 to include secondary school Wellness Coordinators;
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 as appropriate;
2. Reviews instructional budget requests from schools;
3. Assists in preparation of the instructional budget;
4. Coordinates evaluation and selection of instructional material and equipment;
5. Assists in the preparation of bid lists for material and equipment; and
6. Reviews and controls as appropriate the expenditures of allocated funds.

## V. Community - Public Relations

1. Assists in informing the public concerning assigned areas(s) of instruction;
2. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions;
3. Assists in the preparation of material for public information and awareness; and
4. Chairs/co-chairs the SMCPS Health Council.

## 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 instructional personnel.

VIII. Leadership in Interpersonal Relations

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

QUALIFICATIONS:

- Possess an Advanced Professional Certificate, master's degree, and Administrator I and/or Administrator II certification;
- Minimum of five years of successful teaching experience teaching science and/or health;
- Knowledge of appropriate instructional and curricular methodologies; and
- Experience in instructional leadership.

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

Update 07.2022

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

## SUPERVISOR OF INSTRUCTION – SOCIAL STUDIES

**POSITION:** Supervisor of Instruction – Social Studies K-12/Student Relations

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

**LOCATION:** Department of Curriculum and Instruction

### NATURE OF WORK:

This position provides leadership in the development and implementation of curriculum and instruction related to specific subject, content, and grade levels. The supervisor is responsible for assisting site administrators and teachers in articulating instructional practices at the school level, as well as providing instructional supports for staff and students to include instructional materials and methods. 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 regarding instruction, 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 curriculum, instructional program, 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 World Languages and programs for English Language Learners (ELL). This includes performing the duties as described below. Additional responsibilities may be assigned by the Director of Curriculum and Instruction.

## I. Program Planning and Development

- A. Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- B. Helps to develop system instructional goals, objectives, and plans
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

## II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Plans and implements system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Participates in teacher observations and conferences with teachers to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Develops and conducts professional development to strengthen present programs and/or to initiate new programs

## III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials

## IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding
- B. Reviews instructional budget requests from schools
- C. Assists in preparation of the instructional budget
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for material and equipment
- F. Reviews and controls as appropriate the expenditures of allocated funds

## V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas(s) of instruction
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Assists in the preparation of material for public information and awareness

## VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Participates in committees, meetings, and other partnership activities as required

## VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists principals in the formal and informal observation and evaluation of instructional personnel

## VIII. Leadership in Interpersonal Relations

- A. Demonstrate strong public relation skills when dealing with students, parents, and the community.

- B. Interacts with school personnel in a manner which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

**QUALIFICATIONS:**

- Possess a master's degree;
- Possess an Advanced Professional Certificate;
- Possess Administrator I and/or Administrator II certification;
- Demonstrate knowledge of appropriate instructional and curricular methodologies, PreK-12; and
- Have a minimum of five years of successful teaching experience in social studies.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARYGRADERANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**