

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

**CHIEF OF EQUITY, ENGAGEMENT, AND EARLY ACCESS**

**POSITION:** Chief of Equity, Engagement, and Early Access

**REPORTS TO:** Deputy Superintendent

**LOCATION:** Department of Equity, Engagement, and Early Access

**NATURE OF WORK:**

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

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

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

- Recommends programs of professional development required for quality instruction and implementation of the federal, state, and local programs
- Interprets grant documents, requirements, professional development opportunities, and other projects designed to benefit school personnel, stakeholders, and to the public
- Assists the Deputy Superintendent of Instruction to establish goals; develops plans and procedures related to the operation of the identified instructional programs
- Ensures that all decisions are reviewed with equitable practices, policies, and systems that promote success for every student
- Coordinates the procedures for the review, selection, evaluation, and reconsideration of instructional materials for inclusion in programs or to supplement existing instructional materials
- Participates in the preparation of the operating budget pertaining to federal, state, and local programs
- Prepares annual budget requests and analyzes fiscal matters related to the instructional program
- Supervises and evaluates the performance of instructional supervisors and coordinators, resource, instructional, and family support staff, assuring that resources are equitably applied, programs are balanced and communication among supervisors is deliberate and effective
- Works with other departments within the Division of Instruction to facilitate successful implementation of curriculum instruction, and developmentally appropriate practices and to provide program-wide, and system-wide coordinated professional development activities for all teachers and support staff
- Works collaboratively with principals and the Department of Human Resources in recruiting teachers and identifying potential leaders and department chair
- Serves as a member of the Superintendent's Cabinet and the Division of Instruction
- Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to elementary curriculum and instruction
- Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education
- Assures compliance with federal and state laws, local policies, and regulations
- Recommends, plans, and implements professional development programs to support and enhance the implementation of the instructional program
- Oversees the review, selection, evaluation, and reconsideration of instructional materials for identified programs or to supplement programs
- Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs
- Communicates information regarding curriculum development activities and other related projects to school personnel, stakeholders, and to the public
- Oversees the development of policy and related regulations and recommends adoption of policy to the Board of Education
- Participates in the preparation of the operating budget as it pertains to federal, state, and local programs
- Works with appropriate staff to design and implement applicable portions of the ESEA Plan
- Reviews and approves the Title I School Wide plans, the Head Start guidance documents, and protocols
- Provides for supervision and evaluation of federal, state, and local program staff as well as other departmental personnel
- Works with members of the Superintendent's Cabinet and the Division of Instruction to establish goals and develop plans and procedures related to eliminating the achievement gap
- Works with members of the Superintendent's Cabinet and the Division of Instruction to achieve the mission, goals, and annual objectives of the school system

**QUALIFICATIONS:**

Required:

- Master's degree
- Endorsement in administration and supervision under Maryland license (Administrator II)
- Three (3) years of successful teaching experience
- Experience with analysis of achievement data for intervention and instructional modification

Preferred:

- Three years of school-based administration

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

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

**BARGAINING UNIT ELIGIBILITY: SMASA**

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