

ST. MARY PARISH PUBLIC SCHOOLS
SUPERVISOR OF SECONDARY EDUCATION JOB DESCRIPTION

POSITION: Supervisor of Secondary Education

REPORTS TO: Assistant Superintendent and Superintendent

SUPERVISES: Assigned Teachers, Paraeducators, and Administrators as designated by the Superintendent.

TERMS OF EMPLOYMENT: 12-Months

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2211

QUALIFICATIONS: Valid Louisiana Teaching Certificate with five years of successful teaching experience in area of certification. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level. Certified in Principalship AND Parish/City Supervisor of Instruction, OR Educational Leader Level 1 or 2. A minimum of five years of successful administrative experience in education at the level of assistant principal or above. No more than two years of the credited five years minimum experience can be from the position of assistant principal.

EVALUATION: Evaluation in accordance with the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Supervise classroom instruction and evaluate performance of teachers and paraprofessionals.
2. Prepare and submit written observations of Principal and Assistant Principal performance, teacher performance and the performance of paraprofessionals to the Superintendent or Designee.
3. Promote and hold pre-service and in-service education training in assigned curricular areas.
4. Hold conferences to discuss teaching procedures.
5. Works to develop coaching cycles and walk-through feedback with district and school personnel.
6. Creates common assessments and other benchmark data to drive instruction and determine action plans.
7. Works to create a cohesive approach to instruction and feedback with other department members.
8. Assists new teachers in the system through the district's new teacher induction program.
9. Stay abreast of state and federal mandates to enforce implementation.
10. Provide strong leadership with guidance and professional support.
11. Assist administrators and teachers in evaluation procedures of pupil growth.
12. Perform necessary administrative and clerical responsibilities.
13. Assist in interviewing prospective teachers.
14. Observe the work of the supervisors of student teachers and the performance of the student teachers in assigned areas.
15. Advise the Principal on class loads and teacher subject assignment.
16. Plan, coordinate and support state grant programs.
17. Plan, improve and supervise testing programs required by the State Department of Education and the parish.
18. Collaborate with local governmental agencies and universities to support district instructional initiatives.
19. Work with the Federal Programs Supervisors on matters involving students in assigned areas of responsibility.
20. Familiarize self with new trends and publications in assigned curricular areas.
21. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
22. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
23. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
24. Perform such other tasks and assume additional responsibilities as the Superintendent or Assistant Superintendent may assign.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.

8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____