

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

**SUPERVISOR OF REPORTING AND COMMUNICATION**

**POSITION:** Supervisor of Reporting and Communication

**REPORTS TO:** Director of Accountability and Reporting

**LOCATION:** Department of Accountability and Reporting

**NATURE OF WORK:**

This position provides leadership in the development, implementation, and supervision of system initiatives under the Department of Accountability and Reporting. The supervisor is responsible for assisting site administrators and teachers in system-wide programs, including, but not limited to, Maryland's Blueprint for Education and teacher leadership and support programs. The supervisor must demonstrate effective administrative skills, communication skills, organizational skills, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, observe and provide evaluative feedback to staff, effective and efficient use of technology, and participation in ongoing professional development. Must be willing and able to support and conduct all Board of Education policies and procedures. The Supervisor of Reporting and Communication is responsible for ensuring compliance, accountability, and comprehensive reporting for the Blueprint for Maryland Schools, as well as for meeting all additional MSDE reporting requirements. The position reports to the Director of Accountability and Reporting and is a member of the Division of Instruction.

**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 oversee and provide direction to the designated department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives that relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stakeholders
- 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, organizational skills, and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, the Blueprint for Maryland Schools, Board of Education of St. Mary's County policies and regulations, as well as school system procedures and contractual obligations

**DUTIES AND RESPONSIBILITIES:**

- Manages and supports system-wide programs, including, but not limited to, Maryland's Blueprint for Education, and teacher leadership and support programs, such as National Board candidate support and reporting.
- Ensures compliance, accountability, and comprehensive reporting for the Blueprint for Maryland Schools, as well as for meeting all additional MSDE reporting requirements

- Provides leadership in the development of the SMCPS 5-Year Strategic Master Plan, and ensures alignment with related system plans
- Provides leadership in the School Improvement Planning process
- Works with the Department of Human Resources in the development, facilitation, and implementation of Employee Performance Assessment Systems
- Supervise and evaluate the performance of the digital media team
- Coordinates and directs the work of staff who manage social media, professional publications, and system planning documents
- Facilitates the development and publication of media to support system initiatives, professional development, and communication
- Serves as primary liaison with community and partner organizations to support student, staff, and school system initiatives
- Collaborates with the Department of Human Resources and other system departments to deliver programs and events in recognition of staff and students
- Facilitates cross-departmental initiatives and programs, such as the Teacher Apprentice program
- Facilitates evaluation of system initiatives, including surveys, evaluation, and research studies
- Leads systemic initiatives and programs
- Participates in identifying and assessing staff and system needs for professional development
- Helps to develop goals, objectives, and plans for system initiatives
- Works with appropriate staff to plan strategies to achieve identified outcomes for system planning
- Assists in coordinating programs with appropriate local, state, and federal programs and/or regulations
- Assists in interviewing and assigning personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in staff observations and conferences to promote professional growth
- Serves as a resource to administrators and instructional staff to promote continuous improvement
- Develops and conducts professional development to strengthen present programs and/or to initiate new programs
- Plans, conducts, and/or participates in professional development and meetings
- Schedules and coordinates the services of other system personnel and outside partners and consultants
- Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- Plans, develops, and coordinates the publication of curricular materials
- Assists in informing the public concerning system-wide programs and initiatives
- Assists in the preparation of material for public information and consistency of messaging
- Participates in committees, meetings, and other partnership activities as required
- Performs a continuous evaluation of programs and participates in special evaluations
- Assists principals in the formal and informal observation and evaluation of staff
- Performs other duties as assigned

## **QUALIFICATIONS:**

### **Required**

- Master's degree
- Advanced Professional Certificate and Administrator I endorsement
- Demonstrated knowledge of appropriate instructional and curricular methodologies

- Have a minimum of five (5) years of successful teaching experience
- Demonstrated leadership experience

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:** The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

**BARGAINING UNIT ELIGIBILITY:** SMASA

New 04.2025, 06.2025