JOB DESCRIPTION
Campbell County School District
Elementary Supervisor

Job Summary

Certified/Professional/Supervision

Position is responsible for assisting in building the capacity of principals to improve the conditions of teaching and learning in elementary schools. The director will have the decision-making power to address day-to-day academic and operational school issues and will be responsible for ensuring the districts mission and goals are achieved. Collaboration with multiple departments to ensure consistency of practice and use of resources will be essential as this position works continuously to support and lead elementary school administrators. Under the supervision of the Director of Schools, the employee performs most work independently and performance is evaluated by results

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Qualifications

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of a Master's degree in education
- Teacher leadership experience
- Evaluation scores/data indicating effective instruction
- Minimum of 5 years teaching experience
- Evidence of demonstrated student growth, high expectations for all students, and evidence of use of collaboration to improve instruction and student achievement
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously

Essential Duties

- Build relationships with teachers and principals
- Assist in planning and facilitating individual, school wide, and district wide professional development
- Coach and support secondary administrators in goal setting, planning, development, implementation, and monitoring of action plans that will guide school leaders in meeting performance targets
- Provide feedback on successful leadership practices, such as effective management of staff, attendance, discipline procedures, school culture, use of data, and conduct and professionalism of staff
- Build instructional leadership capacity of principals with a focus on data analysis and aligned instruction
- Attend school based functions as often as possible to foster a culture of engagement with staff, families, and students

- Visit schools on a regular basis
- Model nondiscriminatory practices in all activities
- Create mutual accountability among secondary administrators
- Enter information into ASPEN and TNCompass in a timely manner
- Assist with human resource related functions including but not limited to checking teacher licensure and updating teacher information

Other Duties

- Work collaboratively with other staff, supervisors, and Director
- Supervise other roles and/or special projects as needed, in addition to essential duties of the elementary supervisor
- Assist with interview scheduling and/or applicant searching
- Assist in the ongoing process of creating and uploading information into ePlan
- Assist in the development of a district level five-year plan

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County School District reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Elementary Supervisor.

Name (Print) Signature Date