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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 the 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

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.

Program Planning and Development
- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- Stays current on matters related to federal, state, and local curriculum, content, objectives, policies, regulations, and procedures
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional program, and staff professional development

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

Administration
- 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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- Plans, develops and coordinates the publication of curricular materials

Procuring and Allocating Resources
- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Possess an Advanced Professional Certificate with certification in Career and Technology Education (CTE)
- Administrator I endorsement
- Five (5) years of successful teaching experience in CTE
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval)

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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

SUPERVISOR OF INSTRUCTION – EARLY CHILDHOOD INSTRUCTION AND INITIATIVES

POSITION: **Supervisor of Instruction – Early Childhood Instruction and Initiatives**

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 support for staff and students, including instructional materials and methods. The supervisor must demonstrate effective administrative, communication, organizational, problem-solving, and decision-making skills. The supervisor will be responsible for implementing, reporting, and ensuring compliance with district and state initiatives in grades Pre-K through three. This position requires the ability to travel to various sites, observe, and provide evaluative feedback on instruction, effective and efficient use of technology, and participation in ongoing professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 and 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, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Oversees curriculum and content for Pre-Kindergarten in all content areas
- Supports curriculum and content for kindergarten through third grade in all content areas
- Manages district and state initiatives relative to Pre-Kindergarten through third grade in all content areas
- Supports MTSS Tier 2/3 Supplemental Instruction and Intervention monitoring and data protocols
- Helps to develop system instructional goals, objectives, and plans
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Manages and oversees the Lead Interventionists and contracted Literacy Intervention Teachers and Teacher Assistants (LITs/LITAs)
- Manages and oversees the Pre-Kindergarten Instructional Resource Teacher
- Assists in interviewing and assigning instructional personnel
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers to promote professional growth
- Serves as a resource to administrators and instructional staff to promote school improvement
- Develops and conducts professional development to strengthen present programs and/or to initiate new programs

Administration

- 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
- Manages and oversees instructional initiatives related to Pre-Kindergarten through third grade, to include, but not limited to Early Entrance to Kindergarten, Kindergarten Readiness Assessment Administration, DIBELS administration, Universal Screening Teams, and Specialized Intervention Services data collection and reporting
- Supports content supervisors to ensure implementation and compliance with Maryland Blueprint for Education- College and Career Ready pillar, state Comprehensive Literacy and Math policies, and district Comprehensive Literacy and Math plans

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding

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

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
- Assists in the preparation of material for public information and awareness

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

- Performs a continuous evaluation of programs and participates in special evaluations
- Assists principals in the formal and informal observation and evaluation of instructional personnel, Pre-Kindergarten through third grade, in all content areas
- Responsible for evaluation and observation of Lead Interventionist and Pre-Kindergarten Instructional Resource Teacher as needed

Leadership in Interpersonal Relations

- Demonstrates strong public relations 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
- Demonstrates positive human relations skills

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate
- Administrator I endorsement
- Minimum of five (5) years of successful teacher experience in early childhood (PreK-3)
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Trained in LETRS 1-8
- Minimum of three (3) years of successful teaching experience in Reading/Language Arts at the elementary level

TERM OF EMPLOYMENT:
Full-time, twelve-month position.

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

BARGAINING UNIT ELIGIBILITY SMASA

Drafted: 7.2025

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:
- 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 and 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, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional program, and staff professional development
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes to include developing coherence across the K-12 mathematics program.
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

Administration

- 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
- Plans, develops, coordinates, and submits federal, state and local reports

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled workday and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities, both in-county and outside the county, as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Possesses a Master's degree
- Possesses an Advanced Professional Certificate
- Possess an Administrator I endorsement
- Five (5) years of successful teaching experience in mathematics
- Possesses leadership qualities.
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval)

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 the 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

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional programs, and staff professional development
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates the evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate, the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities, both in-county and outside the county, as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate with certification in Elementary Education
- Administrator I endorsement
- Minimum of five (5) years of successful teaching experience at the elementary school level
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025

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:
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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

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

Personnel Management and Services

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

Administration

- 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

Procuring and Allocating Resources

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

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
- Assists in the preparation of material for public information and awareness

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate
- Administrator I endorsement
- Minimum of five (5) years of successful teaching experience in Reading/Language Arts at the elementary level
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range C (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY SMASA

Revised: 03.2025

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:
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. 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:
- 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Knowledge of the appropriate instructional and curricular methodologies

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

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

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Conducts teacher observations and conferences with teachers 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

Administration

- Plans, conducts, and/or participates in professional development and meetings
- Schedules and coordinates the services of other system personnel and outside partners and consultants to include elementary school Wellness Coordinators
- 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

Procuring and Allocating Resources

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

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

- Assists in the preparation of material for public information and awareness
- Chairs/co-chairs the SMCPS Health Council

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Possess an Advanced Professional Certificate
- Administrator I and/or Administrator II certification
- Minimum of five (5) years of successful teaching experience teaching science and/or health
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees - Range C (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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

SUPERVISOR OF INSTRUCTION – EMPHASIS IN WORLD LANGUAGES/ELL FY26

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:
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. 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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Ability to comply with financial, legal, and administrative processes, policies, and regulations
- 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 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 as requested

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional program, and staff professional development
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget

- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities, both in-county and outside the county, as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate with certification in World Language Instruction or ESOL
- Administrator I endorsement
- Five (5) years of successful teaching experience in either world languages or ESOL/ELL programs
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval.)

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025

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

SUPERVISOR OF INSTRUCTION – FINE ARTS

POSITION: **Supervisor of Instruction - 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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 the 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

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional programs, and staff professional development
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

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

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled workday and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate
- Administrator I endorsement
- Five (5) years of successful teaching experience in choral or instrumental music, art, or drama
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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:
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. 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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- 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
- Helps to develop system instructional goals, objectives, and plans
- compile data from various sources and analyze data to make informed decisions related to the curriculum, instructional program, and staff professional development;
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum initiatives by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Assists in interviewing and assigning Instructional Resource Teachers and other instructional personnel as needed
- Plans and implements system-wide orientation and on-going training for personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools as required/requested
- Assists in preparation of the instructional and professional development budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional materials and equipment
- Assists in the preparation of bid lists for materials and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitate meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities, both in-county and outside the county, as required

Evaluating Programs and Personnel

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

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
- Demonstrates positive human relations skills

QUALIFICATIONS:

Required:

- Master's degree
- Valid Advanced Professional Certificate
- Administrator I endorsement
- Five (5) years of successful teaching experience
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval)

BARGAINING UNIT ELIGIBILITY: SMASA

Updated:03.2025

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

SUPERVISOR OF INSTRUCTION – PHYSICAL EDUCATION, SECONDARY HEALTH AND ATHLETICS

POSITION: **Supervisor of Instruction-Emphasis in Physical Education, Secondary Health and Athletics**

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 and athletics, 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:
- 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 and 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, Board of Education policies and regulations, regulations and procedures, and contractual obligations

- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hour
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Possess knowledge of the programs, policies, and procedures of the Southern Maryland Athletic Conference (SMAC)
- Possess knowledge of the programs, policies, and procedures of the Maryland Public Secondary Schools Athletic Association (MPSSAA)

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

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

Personnel Management and Services

- Assists in interviewing and assigning instructional and athletic personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional and athletic personnel
- Participates in teacher observations and conferences with teachers to promote professional growth
- Serves as a resource to administrators and instructional staff and athletic staff to promote continuous improvement
- Develops and conducts professional development to strengthen present programs and/or to initiate new programs
- Assist schools in interviewing and assigning activities directors and coaches as needed

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional and athletic budgets
- Coordinates evaluation and selection of instructional and athletic materials and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

Community - Public Relations

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

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Administration I endorsement
- Five (5) years of successful teaching experience in physical education, health education, or other academic area deemed appropriate.
- Three (3) years of successful coaching or like experience
- Demonstrated leadership experience
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Athletic coordination or head coach 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 C (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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

SUPERVISOR OF INSTRUCTION SECONDARY ENGLISH

POSITION: **Supervisor of Instruction – Secondary English**

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, communication, organizational, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, observe and provide evaluative feedback regarding instruction, make effective and efficient use of technology, and participate in ongoing professional development. Must be willing and able to support and carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

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

Personnel Management and Services

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

Administration

- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Coordinates evaluation and selection of instructional materials and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Participates in committees, meetings, and other partnership activities as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

- Demonstrates strong public relations 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
- Demonstrates positive human relations skills

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate/License
- Administrator I endorsement
- Five (5) years of successful teaching experience in English at the secondary level
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

TERM OF EMPLOYMENT:

Full-time twelve-month position.

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

BARGAINING UNIT ELIGIBILITY SMASA

Updated 05.2025

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

SUPERVISOR OF INSTRUCTION – SECONDARY MATHEMATICS FY26

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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Ability to comply with financial, legal, and administrative processes, policies, and regulations
- 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;
- 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 as requested

DUTIES AND RESPONSIBILITIES

Program Planning and Development

- Participates in identifying and assessing the curricular and instructional needs of students, community, and school system; reviews and develops local assessments
- Helps to develop system instructional goals, objectives, and plans
- Compiles data from various sources and analyze data to make informed decisions related to the curriculum, instructional programs, and staff professional development
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of curriculum by being knowledgeable about current trends in the area(s) of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

Administration

- 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 material

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Tracks and maintains an accurate accounting of allocated budgets at all times
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness

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
- Facilitates meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- Participates in committees, meetings, and other partnership activities, both in-county and outside the county, as required

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

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

QUALIFICATIONS:
Required:
- Master's degree
- Advanced Professional Certificate in secondary mathematics
- Administrator I endorsement
- Five (5) years of successful teaching experience in mathematics
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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. (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025

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

SUPERVISOR OF INSTRUCTION – SECONDARY SCIENCE AND K-12 HEALTH

POSITION: **Supervisor of Instruction – Secondary Science and K-12 Health**

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, including instructional materials and methods. The supervisor must demonstrate effective administrative, communication, organizational, 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:

- 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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 the 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

DUTIES AND RESPONSIBILITIES:
The supervisor will be responsible for science instructional programs at the secondary level and health instructional programs from kindergarten through grade 12. 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 Chief Academic Officer.

Program Planning and Development

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

Personnel Management and Services

- Assists in interviewing and assigning instructional personnel as needed
- Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Conducts teacher observations and conferences with teachers 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

Administration

- Plans, conducts, and/or participates in professional development and meetings
- Schedules and coordinates the services of other system personnel and outside partners and consultants to include secondary school Wellness Coordinators
- 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

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding as appropriate
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget

- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment; and
- Reviews and controls as appropriate the expenditures of allocated funds

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
- Assists in the preparation of material for public information and awareness
- Chairs/co-chairs the SMCPS Health Council

Interacting and Articulating within the School System

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

Evaluating Programs and Personnel

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

Leadership in Interpersonal Relations

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

QUALIFICATIONS:
Required:
- Master's degree
- Advanced Professional Certificate
- Administrator I and/or Administrator II certification
- Minimum of five (5) years of successful teaching experience teaching science and/or health
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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

Updated 07.2022, 7.2025

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

SUPERVISOR OF INSTRUCTION – SOCIAL STUDIES

POSITION: Supervisor of Instruction – Social Studies

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 ad carry out all Board of Education policies and procedures.

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 courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- 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 facilitate meetings, workshops, and seminars both during the regularly scheduled work day and/or evening and weekend events
- 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
- Ability to compile data from various sources and analyze data to make informed decisions related to the curriculum, instructional program, and staff professional development

- 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 excellent time management skills and the 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 knowledge of the programs, policies, and procedures of the St. Mary's County Public School

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

II. <u>Personnel Management and Services</u>
- Assists in interviewing and assigning instructional personnel as needed
- Plans and implements system-wide orientation for appropriate personnel
- Establishes effective working relationships with instructional personnel
- Participates in teacher observations and conferences with teachers 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

III. <u>Administration</u>
- 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

IV. <u>Procuring and Allocating Resources</u>
- Assists in the identification and procurement of grant funding
- Reviews instructional budget requests from schools
- Assists in preparation of the instructional budget
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for material and equipment

- Reviews and controls as appropriate the expenditures of allocated funds

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

VIII. Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Valid Advanced Professional Certificate
- Administrator I endorsement
- Five (5) years of successful teaching experience
- Must possess a valid driver’s license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

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 (Range D Pending FY26 Budget Approval).

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025