

**ST. MARY'S COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION**

SUPERVISOR OF INSTRUCTION - ACCOUNTABILITY

POSITION: Supervisor of Instruction - Accountability

REPORTS TO: Director of Accountability and Reporting

LOCATION: Department of Accountability and Reporting

NATURE OF WORK:

The Supervisor of Accountability is responsible for assisting site administrators and teachers in articulating accountability requirements and best practices at the school level and providing support for staff and students. The Supervisor of Accountability must demonstrate effective administrative, communication, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, observe, and provide evaluative feedback regarding accountability, effective and efficient use of technology, and deliver ongoing professional development. The position reports to the Director of Accountability and Reporting.

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 communicate orally or in writing, 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, 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
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- 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 accountability requirements and needs of students, staff, community, and school system
- Reviews and develops Professional Development to meet those instructional needs

- Helps to develop system accountability goals, objectives, and plans
- Oversees the submission of all required accountability reports to MSDE and other agencies, including those related to virtual learning opportunities and Edmentum
- Administers the Maryland Course Catalog
- Generates and manages TAC windows for grades and recovery
- Oversees application compliance and approval
- Provides digital resources support
- Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- Sets focus of accountability initiatives by being knowledgeable about current trends in the area(s) of responsibility
- Coordinates school programs with appropriate local, state, and federal programs and/or Regulations
- Compiles data from various sources and analyzes data to make informed decisions related to the accountability program and staff professional development
- Demonstrates knowledge of appropriate assessment and accountability methodologies

Personnel Management and Services

- Plans and implements system-wide orientation and ongoing training for personnel
- Establishes effective working relationships with assessment and accountability 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
- Initiates new programs
- Demonstrates excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Interviews, observes, evaluates, trains, and supervises staff

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 accountability information
- Plans, develops, and coordinates the publication of curricular materials
- Facilitates meetings, workshops, and seminars both during the regularly scheduled workday and/or evening and weekend events
- Attends meetings both in-county and outside the county as requested
- Performs work in an office setting as well as remotely from school buildings

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding
- Reviews budget requests from schools as required/requested
- Assists in the preparation of the development budget
- Assists with evaluation and selection of assessment and accountability materials and equipment
- Assists in the preparation of bid lists for materials and equipment
- Reviews and controls, as appropriate, the expenditure of allocated funds
- Ability to track and maintain accurate accounting of allocated budgets at all times

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
- Responds to issues and inquiries from internal and external parties

QUALIFICATIONS:

Required:

- Active professional Certification/license
- Master's degree
- Administrator I or II endorsement and/or Supervisor of Instruction, Assistant Principal, and Principal
- Five (5) years of effective experience in a leadership role at the school or system level
- Three (3) semester credits in special education course work
- 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 SMASA salary schedule for eleven and twelve-month employees - Range D

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 5.2023, 08.2024, 7.2025, 4.30.2026