

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

SUPERVISOR OF INSTRUCTION – EDUCATIONAL TECHNOLOGIES AND MEDIA

POSITION: Supervisor of Instruction – Educational Technologies and Media

REPORTS TO: Director of Accountability and Reporting

LOCATION: Department of Accountability and Reporting

NATURE OF WORK:

Under the direction of the Director of Accountability and Reporting, the Supervisor of Instruction – Educational Technologies and Media will be responsible for instructional programs and analyzing and interpreting data to inform instruction. This position will require collaboration between various departments and school locations throughout the system. In addition to data analysis and Library/Media instruction, the supervisor will be responsible for coordinating and enhancing online learning programs. Primary responsibilities also include leading staff development and supporting staff in the use of various educational technologies. The position is an integral part of the instructional program for all students, staff, and parents/guardians. The incumbent will demonstrate the ability to multitask, handle multiple budgets, address various initiatives, and professionally coordinate with various stakeholders, representing the system and programs in a positive manner.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to oversee and provide direction to the designated department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives that relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stakeholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership 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

DUTIES AND RESPONSIBILITIES:

Program Planning and Development

- Participates in identifying and assessing the Library/Media PK-12 curricular and instructional needs of students, community, and school system with extensive knowledge of the American Association of School Librarians (AASL) and the International Society for Technology in Education (ISTE) standards; reviews and develops local assessments

- Serves as an educational leader and oversees the implementation and efficient integration of all educational technology
- Develops system instructional technology goals, objectives, and plans to ensure fidelity to SMCPs curricular initiatives
- Assists the Department of Curriculum and Instruction, the Department of Special Education, and other departments and sites in best practices for the use of Schoology
- Provides troubleshooting assistance to all staff in the areas of digital integration within Schoology
- Provides leadership and support in program implementation and prepares required reports in a timely manner
- 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 areas of responsibility
- Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- Models and supports the integration of instructional and educational technologies and online blended learning to support student learning
- Compiles and analyzes data from various sources to make informed decisions related to the curriculum, instructional program, staff professional development, and viability of various instructional technologies
- Accesses Performance Matters and conducts analysis of local, state, and national assessment/test data; communicates results at the instructional program level for each building team to assist in the improvement of data-driven instructional decision-making
- Stays current on matters related to federal, state, and local curriculum, content, objectives, policies, regulations, and procedures
- Engages with teacher teams to develop a collaborative approach to reviewing data

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 observations and conferences with library/media teachers to promote professional growth
- Serves as a resource to administrators and instructional staff to promote continuous improvement
- Serves as the main point of contact for educational technologies such as Schoology
- Designs, develops, and delivers professional development while providing administrative support to secondary teachers in the use of educational technology
- Embraces and models access and equity among instructional programs

Administration

- Plans, conducts, and/or participates in professional development and meetings including MSDE 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
- Presents information verbally, in writing, and through presentations in a professional, clear, and concise manner
- Responds to issues and inquiries from internal and external parties
- Collaborates in the transition planning (year-to-year) for students with various SMCPs stakeholders; this would include working with various members of DAA, DCI, and school-

based leadership on the appropriate academic placement for students using student lagging data to drive decisions

Procuring and Allocating Resources

- Assists in the identification and procurement of grant funding, as appropriate
- Reviews instructional budget requests from schools
- Tracks and maintains an accurate accounting of allocated budgets and assists in the preparation of the instructional budget for schools, as needed
- Coordinates evaluation and selection of instructional material and equipment
- Assists in the preparation of bid lists for materials and equipment
- Reviews and controls, as appropriate, expenditures of allocated funds for all areas of responsibility
- Coordinates large-scale curricular purchase orders and dissemination to schools

Community - Public Relations

- Assists in informing the public concerning assigned areas
- Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- Prepares material for public information and awareness to include effective communication with parents/guardians, students, and staff to ensure awareness of all events with the Library Media, Online Learning, and all year-to-year student transitions

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 and/or participates in committees, meetings, and other partnership activities as required (both during the regularly scheduled workday and/or evening and weekend events)

Evaluating Programs and Personnel

- Performs a continuous evaluation of programs and participates in special evaluations
- Assists in the formal and informal observation and evaluation of instructional personnel
- Collaborates with administrators, Library/Media Specialists, and other staff to ensure infrastructure and tools are available to carry out school and technology initiatives
- Performs a continuous evaluation of the Central Cataloging position in DAR
- Collaborates with instructional departments to identify “at-risk” students who are currently underperforming and works on transition planning with various stakeholders, which would include appropriate placement and support of these students at critical junctures in their academic careers (such as at 6th and 9th grade)

Leadership in Interpersonal Relations

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

QUALIFICATIONS:

Required:

- Master's degree
- Advanced Professional Certificate or License
- Administrator I endorsement
- Minimum of five (5) years of effective teaching experience at the (elementary/middle/high) 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)

Preferred:

- Completion of the MSDE Course - *Online Teaching in Maryland* (OTM)
- Current Library/Media Endorsement

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 09.2020, 4.2025, 3.2026 7.2026