

## JOB DESCRIPTION

TITLE: Supervisor of Elementary Education (Grades 1-8)

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To provide leadership in the implementation of the program of instruction in grades 1-8

## SPECIFIC RESPONSIBILITIES:

## A. Contacts and relationships

1. Supervisory
  - a. Supervision received
    1. Directly: Superintendent
    2. Indirectly: N/A
  - b. Supervision exercised
    1. Directly: N/A
    2. Indirectly: Teachers
2. Organizational
  - a. Internal
    1. Continuous contact with principals and teachers
    2. Frequent contact with Superintendent
    3. Occasional contact with Supervisors
  - b. External
    1. Continuous contact: N/A
    2. Frequent contact with SDE
    3. Occasional contact with civic and academic organizations

## B. Functions

1. Planning
  - a. Plan a program of self-improvement and professional growth
  - b. Plan a program of assistance for instructional personnel
  - c. Develop in-service training programs for school personnel
  - d. Assist central office personnel in developing school curricula
  - e. Assist principals in developing a plan to evaluate the instructional program
  - f. Assist in developing diagnostic tools for individual student analysis
  - g. Assess annual budgetary requirements for position for processing by the business department
  - h. Make recommendations to Superintendent for policy changes
2. Implementation
  - a. Participate in professional growth activities
  - b. Assist teachers in planning, executing and evaluating instructional activities
  - c. Assist in the administration of in-service programs for school personnel
  - d. Assist in the implementation of the school curricula
  - e. Assist in the implementation of the evaluation program

- f. Assist teachers in administering diagnostic tools for individual student analysis
  - g. Serve as a resource person for the school staff
  - h. Make recommendations for the improvement of the instructional program
  - i. Perform all other duties as required
3. Control
- a. Prepare and submit observation reports of the instructional program
  - b. Monitor the instructional program
  - c. Schedule teacher conferences as needed
  - d. Conduct personnel evaluations upon request
  - e. Revise aforementioned procedures under the supervision of the Superintendent

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Employee's Signature

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Date