

**SUPERVISOR OF INSTRUCTION AND SCHOOL MANAGEMENT
(REGULAR EDUCATION)**

QUALIFICATIONS:

Must meet the certification standards as mandated in Bulletin 746, "Louisiana Standards for Certification of School Personnel". He/she must have had five years of successful school experience with at least three of the five within the five-year period immediately preceding the date of appointment to the position of Supervisor of Instruction and School Management.

REPORTS TO:

Assistant Superintendent of Instruction/Designee

SUPERVISES:

Teaching personnel and others assigned, as a stepped evaluator

JOB GOAL:

To assist as requested in the organization, administration, and supervision of the total instructional program of the parish schools and in other matters relating to school management.

AREAS OF RESPONSIBILITY:

1. Supervision of Instruction and School Management.
2. Provision of materials and resources.
3. Development of effective public relations.
4. Continued professional development.

PERFORMANCE RESPONSIBILITIES:

1. Supervision of instruction and school management:
 - a. Make school and classroom observations and confer with personnel.
 - b. Provide professional advice and aid as requested.
 - c. Oversee the application of state standards for curricula.
 - d. Assist in developing courses of study as needed.
 - e. Assist in implementing the state accountability plan as requested.
 - f. Review teaching schedules and make needed recommendations.
 - g. Inform the Superintendent, through the Director of Curriculum and School Management, of the progress of the instructional program and related matters.
 - h. See that all policies and regulations of the Board and rules of the Superintendent are properly observed and enforced, according to specific area of responsibility.
 - i. Assist in the preparation and/or review of reports as requested, e.g., annual reports.
 - j. Assist in the development and execution of the orientation of new teachers and provide these persons with advice and guidance as needed.
2. Provision of materials and resources.
 - a. Assist teachers in locating materials, supplies, and aids as requested.
 - b. Respond to requests from the community in connection with specific responsibility.

3. Continued professional development.

- a. Attend meetings and conferences to provide interaction of the parish system with others.
- b. Keep informed through reading and other means of current matters in area of responsibility.
- c. Maintain membership in a spectrum of professional organizations related to area of responsibility.

4. Other responsibilities.

- a. Perform other duties assigned by the Superintendent.
- b. Will develop an Individual Professional Growth Plan.
- c. Will examine performance through self-evaluation.
- d. Perform other assignments made by the appropriate authority.
- e. All employees are subject to Drug/Alcohol testing in accordance with Policy 3040.

EVALUATION: Performance in this position will be evaluated at least once annually in accordance with Board policy.

Reviewed and Agreed To: _____ Date: _____
Employee's Signature

Received By: _____ Date: _____
Signature and Title