

## **JOB DESCRIPTION**

### **K-12 Subject Area Supervisors**

#### **K-12 SUBJECT AREA SUPERVISOR TITLES:**

- K-12 Art Supervisor
- K-12 English Language Arts Supervisor
- K-12 Mathematics and Computer Science Supervisor
- K-12 Music Supervisor
- K-12 Science and Technology Supervisor
- K-12 Social Studies and Business Supervisor
- K-12 World Languages and English as a New Language Supervisor

#### **PRIMARY FUNCTION:**

To provide leadership in the development, implementation, and evaluation of the assigned K-12 academic program(s) of responsibility. To plan and maintain a sound, well articulated K-12 academic program whose curriculum is aligned with the NYS learning standards and district vision by working through teachers and students, and by cooperating with building principals, administrative personnel and parents.

#### **REPORTS TO:**

Deputy Superintendent

#### **RESPONSIBILITIES:**

To maintain an organization and school environment in which children and staff work and learn effectively. To assist in coordinating and developing academic curriculum, instruction and assessment efforts in the applicable academic areas.

#### **ADMINISTRATION AND SUPERVISION**

- To develop a departmental philosophy of content area teaching and learning
- To recruit, select, and retain the best qualified teachers
- To assist teachers in goal setting, to observe teacher performance in the classroom, and to evaluate individual teacher performance
- To assess the professional growth needs of teachers and recommend and implement staff development programs
- To provide orientation to new teachers
- To maintain a visible presence to teachers and advocate for strong content area teaching and programs
- To serve on school/district committees for the planning and implementation of programs, services, and initiatives

#### **PROGRAM**

- To ensure that the instructional programs are monitored and evaluated at all district levels

- To maintain a program of study
- To provide academic program directions as necessary to meet future needs
- To provide leadership to the academic department and facilitate their decision-making and decisions
- To supervise all academic program projects including summer curriculum projects, study teams, and continuous improvement projects
- To interpret the academic program to staff across levels, to parents, and to the community
- To consult with teachers and students in classrooms; to serve as a resource for teachers and administrators in content area methods and materials of teaching
- To assist counselors and administrative staff in student placement decisions
- To develop and implement a plan for improving or maintaining student performance at acceptable levels
- To ensure that all students are provided the opportunity and necessary support to engage in relevant, challenging work
- To complete a comprehensive program plan as part of the district's five-year cycle

## **MANAGEMENT**

- To ensure that the operation of the department and utilization of resources are monitored and evaluated
- To develop a plan for improving or maintaining the use of the department's resources at acceptable levels
- To ensure that the department's resources are used efficiently, effectively, and economically
- To maintain inventory of textbooks, equipment and supplies, including projecting immediate and long-range needs

## **COMMUNICATION**

- To use the NYS Learning Standards as the catalyst for meaningful and collaborative conversations about teaching, learning and assessment at the grade/department level, building level, and district level.
- To establish and maintain effective communication with staff, students, colleagues and members of the community
- To actively engage with and create events for staff, students, colleagues and members of the community
- To develop and implement a plan for improving or maintaining communication at acceptable levels
- To ensure that communication is improved or maintained at acceptable levels
- To maintain visibility and interaction with the New York State Education Department and professional associations

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