

POSITION TITLE: Instructional Supervisor

REPORTS TO: Superintendent of Schools

SUPERVISES: Certified personnel with respect to the improvement of instruction.

COORDINATES WITH: Superintendent, Assistant Superintendents, Directors, Interdisciplinary Curriculum Specialists, Principals and Assistant Principals.

WORK YEAR: 12-month contract.

Qualifications:

The primary role of the Instructional Supervisor is to assist the Superintendent, Assistant Superintendents, Directors, and Principals in supervising and evaluating certified personnel and providing opportunities for their professional growth. Secondary functions include serving as a resource in providing professional growth opportunities to certified staff, and supporting programs and curricula implementation, K-12.

Duties:

1. In conjunction with the building principals, supervises and evaluates certified personnel.
2. In conjunction with the building principal, supervises and provides input to the evaluations of teachers on remediation plans and teachers in need of assistance.
3. Participates in the observations of first, second, and third year teachers and provides input to the summative evaluation of these faculty.
4. Observes classrooms to assess the quality of teaching and curriculum implementation.
5. Assists in the professional development of certified personnel.
6. Provides/coordinates training for administrators in the evaluation and supervision of staff.
7. Provides input to staff development to support the professional development of certified personnel in the area of effective instruction and serves as the liaison to the Professional Development Committee.
8. Oversees the recruitment, selection, supervision, and assignment of certified personnel and makes recommendations to the Superintendent.
9. Oversees the professional development of faculty.
10. Analyzes the quality of the documentation submitted by Administrators to teachers in the Professional Development Process and provides feedback to administrators.
11. Collects and analyzes data from multiple sources to evaluate the quality of the instructional skills of teachers.
12. Oversees the mentor and peer-coaching program.

MINIMUM REQUIREMENTS:

Meets New Hampshire certification requirements. Masters degree with five (5) years of teaching and five (5) years administrative experience. Demonstrated competency in supervision, professional development, and communication skills.

07/09/98
R 12/27/01
R 01/16/0
RBd 04/08/02