

TITLE **Supervisor - Secondary Education and Career Enhancement**
Grades Six through Twelve and
Career and Technical Education (CTE)

QUALIFICATIONS 1. Valid Tennessee teacher's license; and

2. Administrative or supervisory endorsement and experience in accordance with state law and *State Board Rules and Regulations*, based on the minimum of a Master's Degree.

JOB GOALS To contribute to the implementation of instruction programs and to the improvement of teaching skills in the school system. To help each student obtain maximum benefit from the educational program by diversifying as fully as possible his/her educational opportunities.

ESSENTIAL FUNCTIONS

Secondary Education

1. Keep curriculum guides up-to-date and share new information about curriculum with principals and teachers;
2. Monitor the School Improvement Plans (SIP) of the secondary schools and assist principals in formulating appropriate goals, objectives and strategies (focusing on the state's AMOS and real identified needs of students) to bring about improvement;
3. Visit classrooms of all new secondary teachers and other teachers who need help, as well as the routine school visits;
4. Act as a resource person for secondary teachers in curriculum planning, coordinating instructional services of the schools, using effective teaching strategies, and making interesting and effective use of materials for instruction;
5. Assist in the coordination of annual county-wide in-service session and make arrangements for other staff development activities as needed;
6. Coordinate activities in regard to secondary student-teachers;
7. Assist in the planning and facilitating of appropriate activities for new teachers attending the mandatory staff development;
8. Assist in, and with, the one-to-one technology initiative and the smooth deployment of the required devices;
9. Assist with the mandatory testing of students in the grades 6 - 12;
10. Coordinate summer school for secondary students with the assistance from other supervisors as needed;
11. Procure and distribute secondary textbooks, instructional materials and supplies;
12. Oversee curriculum specialists, secondary counselors, and social workers at the secondary level;
13. Assist secondary principals in the areas of curriculum planning and scheduling, including RTI, when needed;
14. Oversee the 504 program for qualifying secondary students;
15. Oversee charges for student fees (secondary), then submits to the Board for approval;
16. Oversee/approve field trips (secondary) – properly aligned to Curriculum and Standards;
17. Articulate dual enrollment and dual credit agreements with Colleges and Technical College Applied Technology;
18. Serve as a liaison between principals, director of schools, and state department in regard to secondary issues and concerns.

Career and Technical Education

1. Develop and administer a comprehensive program of career and technical education;
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs;
3. Continuously appraise and evaluate the total CTE program to ensure that it achieves the established goals of providing the opportunity to prepare for gainful employment;
4. Maintain current knowledge of all pertinent rules and regulations affecting CTE;
5. Advise and assist in obtaining state and federal funds for the CTE programs;
6. Assume responsibility for the collection, review, and submission to state agencies of all forms and reports relative to CTE;
7. Supervise, and observe, when requested and needed, all instructional personnel in the CTE program;
8. Work to identify and define local job opportunities and the role of the school system in meeting these opportunities;
9. Arrange for specific staff development activities as requested;
10. Interpret the CTE program to the public;
11. Prepare and administer the annual budget;
12. Formulate and implement a state-approved CTE program; use available data to note annual improvements and areas to improve;
13. Make recommendations for long-term adjustments, changes, additions, deletions in the CTE program to meet changing job trends and needs;
14. Assist in the recruitment, screening, and interviewing of prospective CTE teachers;
15. Maintain membership in and participate in the affairs of professional societies devoted to the advancement of CTE;
16. Develop specifications, receive bids, and recommend purchases of appropriate equipment to be used in the CTE program; and
17. Perform other duties as deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience.
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

Works 251 days.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.