

# JOB DESCRIPTION

## Cumberland County School District

### Pre K-8<sup>th</sup> SUPERVISOR

#### Purpose Statement

The job of Pre K-8<sup>th</sup> Grades Supervisor was established for the purpose/s of directing the delivery of programs and services at the elementary level through site administration; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines of local Board Policy, Procedures, Tennessee Code Annotated and Minimum Rules Regulations and Standards set forth by the Tennessee Department of Education; and serving as a member of the leadership team.

#### **JOB DESCRIPTION**

This job reports to the Chief Academic Officer.

---

#### Essential Functions

- ™ Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- ™ Compiles data from a variety of sources for the purpose of developing and /or evaluating programs and/or complying with financial, legal and/or administrative requirements.
- ™ Coordinates operations among elementary schools (e.g. personnel, budgets, staff development, testing, planning, curriculum, etc.) for the purpose of ensuring that District objectives are achieved and resources are effectively utilized.
- ™ Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.
- ™ Ensures that all schools achieve ambitious student performance gains in all subject areas (e.g. looking at data, performing classroom observations, planning and participating in leadership team meetings) for the purpose of meeting district goals for every student.
- ™ Evaluates programs and/or projects (e.g. curriculum, testing, staff development, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- ™ Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- ™ Manages a wide variety of programs and processes (e.g. staff development, personnel assignments, testing and assessment, curriculum, etc.) for the purpose of ensuring district compliance with established guidelines.
- ™ Prepares and monitors budget allocations, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- ™ Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- ™ Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- ™ Supports and coaches elementary school leaders for the purpose of developing instructional leadership and helping them meet ambitious school performance goals.
- ™ Conduct performance appraisals with teachers and principals to assess instructional competencies and develop written programs of improvement as needed.
- ™ Secure, develop and distribute instructional materials for classroom use including but not limited to textbooks.
- ™ Recommend teaching strategies, techniques and materials for classroom use.
- ™ Coordinate revisions of report cards based on Tennessee State Standards.
- ™ Supervised the PreK program, including the PreK application, budget, inventory, PreK assistants and PreK teachers.
- ™ Completes and submits the required PreK reports, evaluations, budgets, etc. to the appropriate individuals and effective functioning of the work unit.

#### Other Functions

- ™ Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office

equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; guiding others; facilitating meetings; interpersonal aptitude; leadership; managing staff/performance; personnel administration; and problem solving.

**KNOWLEDGE** is required to review and interpret technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best teaching practices and learning styles; curriculum and instructional methods; treatment modalities and assessment; and community resources.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes. Ability is also required to work positively with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; confidentiality; decision making; leadership and direction; and motivating others.

## **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

### **Education**

Masters degree in job related area

### **Experience**

Job related experience within specialized field is required.

A minimum of three years of verified administrative and supervisory experience in public schools or private schools approved by the Tennessee Department of Education

### **Education**

Masters degree in job related area

### **Certificates and Licenses**

Valid Tennessee Teaching License  
Appropriate Administrative Certification  
Possess and maintain a valid Tennessee Driver's License

### **Clearances**

Criminal Justice fingerprint/Background clearance

### **Requirement**

This is a certified position.

### **Continuing Ed./Training** None specified