

TITLE**Supervisor – Virtual Learning, Elementary Curriculum and Instruction, and Summer Programs****QUALIFICATIONS**

1. Valid Tennessee Administrator's license; and
2. Administrative or supervisory experience in accordance with state law and State Board of Education Minimum Rules and Regulations, based on the minimum of a Master's Degree.

JOB GOALS

- **To oversee virtual courses, provide communication between families and schools and track student work and grades;**
- **To develop, implement, and oversee the summer school programs (new state requirements); and**
- **To contribute to the implementation of instructional 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 the kinds of educational materials used.**

ESSENTIAL FUNCTIONS

1. Collaborate with principals, teachers, and supervisors to coordinate the implementation, success, and sustainability of online learning;
2. Collaborate with the technology department to ensure the technology needs of virtual school students are met including access to devices, reliable internet connections, online safety, software applications, and completion of work-order submissions.;
3. Utilize virtual school application materials and oversee the application and acceptance process;
4. Collaborate with principals, teachers, and supervisors to develop and implement an effective summer school program (per state requirements) to effectively meet the needs of the students;
5. Serve as the System Title IX Coordinator;
6. Complete a thorough curriculum mapping project (seamless, progression of learning expectations which are non-redundant as well as challenging for all students) for the system for all elementary grades and transitioning to the secondary level. When this project is completed, all teachers will know exactly what should be taught and what the students are expected to learn before moving to the next grade;
7. Monitor the School Improvement Plans (SIP) of the elementary schools and assist principals in formulating appropriate goals, objectives and strategies (focusing on identified areas of weakness) to bring about improvement;

8. Visit classrooms of all new elementary teachers and other elementary teachers who need help, as well as the routine school visits;
9. Act as a resource person for elementary teachers in curriculum planning, coordinating instructional services of the schools, and making interesting and effective use of materials for instructions;
10. Assist in the coordination of the annual county-wide in-service session when needed and make arrangements for other staff development activities as needed;
11. Procure and distribute elementary textbooks, instructional materials and supplies;
12. Coordinate activities in regard to elementary student-teachers;
13. Assist principals, when requested and time permits, in the evaluation of teachers and collaborate with teachers and principals on recommended plan of action;
14. Serve as a liaison between principals, director of schools, and the state department in regard to elementary issues and concerns;
15. Develop and update district assessment for reading/language arts and math;
16. Collaborate with other supervisors on issues of curriculum and instruction;
17. Research and oversee implementation of appropriate intervention programs for reading and math and any other programs or software used in elementary schools;
18. Coordinate and monitor the elementary Curriculum Instructors (CI);
19. Prepare and administer the budget and see that projects operate within funded budgets; and
20. 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.

Maximum of 240 days (may vary from year to year, to be annually reviewed by the Director of Schools) – this is the annual approved school calendar plus typically twenty (20) days in both July and the following June of the fiscal year.

The normal work hours are from 8:00 am until 4:00 pm,

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 11.590 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.