



EMPLOYEE NAME: _____

Revised: 7/85; 3/86; 2/88; 1/89; 7/90; 3/91; 11/93; 11/94; 1/96; 2/96;
2/98; 4/01; 8/05; 9/06; 4/08, 10/12; 2/13; 6/18, 2/24

JOB DESCRIPTION

POSITION TITLE: Supervisor, K-12 Mathematics	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Instruction and Innovative Practice	WORK DAYS: Annual Administrative Employees
REPORTS TO: Director, Instruction and Innovative Practice	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of the K-12 Mathematics program.	
REVISION DATE(S): 2/24	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience in K-12 Mathematics programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Knowledge of math accountability measures, written, and oral communication, organization, and interpersonal skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with the Teaching & Learning staff to ensure a balanced and coordinated K-12 instructional program (i.e., CTLS resources, resource support, professional learning, curriculum, and development).
3.	Leads by designing, evaluating, and facilitating professional learning for school administrators, teachers, and support staff on the effective implementation of the K-12 curriculum, district initiatives, district resources, best instructional practices, and current research in the field.
4.	Leads ongoing program monitoring and evaluation and takes the initiative to develop next steps for improvement at the system level.
5.	Collaborates with teaching and learning colleagues to develop assessments of/for student learning.
6.	Leads with the implementation of accrediting agencies, Georgia’s K-12 Mathematics Standards, and State and Federal regulations related to the K-12 mathematics programs by providing guidance, feedback, and support to school administrators and teachers
7.	Projects budget needs, monitors the use of allocated funds, including the purchase of supplies and materials for instruction, as well as for administrative office efficiency.
8.	Provides supervision, support, and development for professional learning coordinators.
9.	Prepares presentations, special reports and/or documents for the K-12 mathematics program for internal and external purposes.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____