



EMPLOYEE NAME: \_\_\_\_\_

Revised 7/05; 9/05; 9/06; 4/08; 7/10; 10/12; 2/13; 4/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor K-12 Science	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Instruction & Innovative Practice	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction & Innovative Practice	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 Science program.	

#### REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience in 6-8 or 9-12 programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*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.	Supports leaders and teachers in the effective implementation of the K-12 Science curriculum.
3.	Defines, refines, and curates quality instructional resources for teachers.
4.	Works with leaders, teachers and other instructional personnel in the effective data analysis to support continuous improvement in Science.
5.	Designs, implements, and evaluates targeted and sound professional learning for teachers using all mediums of delivery.
6.	Works collaboratively with post-secondary institutions, community organizations, museums and science centers to best coordinate resources and support for balanced instruction.
7.	Communicates best practices, current research findings, and pertinent information regarding Science to relevant District personnel in a systematic way.
8.	Communicates on an ongoing basis with directors, building and District administrators, and colleagues within Academic Division to build and support a quality instructional program.
9.	Competently handles budgeting and use of funds for the Science program in a fiscally responsible manner.
10.	Leads leaders and teachers to deeper learning engagement for students and seeks ways to incorporate innovative practices in Science.
11.	Participates in the regular and comprehensive evaluation of the Science program.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_