



EMPLOYEE NAME: _____

Revised: 7/85; 11/85; 3/86; 2/88; 1/89; 7/90; 3/93; 11/93;
12/94; 3/95; 10/96; 2/98; 5/01; 7/05; 4/06; 10/12; 2/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, K-12 ELA/Literacy	JOB CODE: 620A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Instruction & Innovative Practice	WORK DAYS: 238
REPORTS TO: Director, Instruction & 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 English Language Arts/ Literacy program.	

REQUIREMENTS:

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years teaching experience in English Language Arts/Literacy 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, leadership, organization

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 evaluate and ensure a balanced and coordinated K-12 instructional program (CTLS, resource adoption and support, program evaluation, curriculum development).
3. Leads, by effectively communicating and training, school administrators, teachers, support staff and ELA/Literacy teacher leaders on the effective implementation of the K-12 curriculum, district initiatives, adopted programs, best instructional practice and current research in the field.
4. Leads local administrators and teachers in understanding, implementing, and resolving problems related to teaching and learning.
5. Collaborates with teaching and learning colleagues to develop assessments of/for student learning.
6. Assists with the implementation of all SACS, Georgia State Standards, and State and Federal regulations related to the K-12 programs and works collaboratively with post-secondary institutions and community/professional organizations.
7. Leads, designs, implements, and evaluates professional learning for teachers and leaders.
8. Projects budget needs and monitors the use of allocated funds, including the purchase of supplies and materials for instruction as well as for administrative office efficiency.
9. Prepares presentations, special reports, and/or documents concerning assigned programs for public information as needed.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____