

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, 11/24

JOB DESCRIPTION

POSITION TITLE: Supervisor, K-12 ELA/Literacy	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Instruction & Innovative Practice	WORKDAYS: Annual Administrative Employee
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.	
REVISION DATE(S): 11/24	

REQUIREMENTS:

1.	Educational Level: Master’s 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: Knowledge of literacy accountability measures, written and oral communication, 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 the implementation of accrediting agencies, Ga’s K-12 ELA Standards, and State and Federal regulations related to the K-12 ELA 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 ELA program for internal and external purposes.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____