



EMPLOYEE NAME: _____

Revised: 9/06; 5/08; 8/12; 10/12; 6/18:02/21;7/26

JOB DESCRIPTION

POSITION TITLE: Supervisor, Personalized Learning Programs Accelerated Intervention	JOB CODE: 621A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Academic Supports and Enrichment	WORKDAYS: 231
REPORTS TO: Director, Academic Supports and Enrichment	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises and monitors the Elementary EIP Program and the Middle and High School Remedial Education Program (REP); processes and facilitates variance and waiver requests; monitors the EIP and remedial coding for FTE process; provides guidance and training with instructional strategies and RTI ² process for the district.	
REVISION DATE(S): 7/26	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Specialist degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Valid Georgia Educational Leadership Certification
3.	Experience: 3 years teaching experience; 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; excellent planning and organizational skills, leadership and training experience, strong understanding of instructional strategies, and multitask orientated

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.	Supervises and monitors the State funded Remedial Education Program (REP) including local school plans and instructional models used by middle and high schools to address student needs.
3.	Supervises and evaluates selected Curriculum, Instruction, and Assessment staff.
4.	Monitors the process for reporting FTE for EIP and REP and prepares year end analysis of data for submission to the state.
5.	Assists counselors and administration in planning to address instructional opportunities to increase student achievement of identified students, which included program and product review.
6.	Assists schools not meeting required performance measures with methods to identify potential at-risk students and ways to address their needs as a preventative support. Identifies, researches and reviews resources for effective remediation/acceleration for students and teachers.
7.	Trains designated Coordinators to ensure knowledge of the State requirements for EIP and the REP.
8.	Supervises, coordinates and works collaboratively with local school Response to Instruction and Intervention (RTI ²) teams and contacts, ensuring effective strategies and use of data including collaboration to address vertical concerns and propose solutions across levels.
9.	Coordinates, supports, and manages middle and high school summer remediation programs including localized credit repair. Duties to include planning, hiring of coordinators and teachers, and working with content supervisors on curriculum and delivery options.
10.	Processes and facilitates all general education District Variance & Waiver requests for required state testing.

11.	Develops and aligns remedial curriculum courses to supplement the State and local resources. Provides professional learning for teachers on instructional strategies as well as aligned math and reading curriculum.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____