Hickman County School System Job Title: Secondary Supervisor

Contract Period: 12 month contract

Reports to: Director of Schools

Purpose of Job

The purpose of this job is to provide leadership for the implementation of instructional programs at the secondary level (grades 6-12) to the greatest benefit for the school district’s educational programs, facilities, and personnel.

Essential Duties and Responsibilities

* Provides staff leadership to ensure understanding and promotion of the school district’s educational objectives at the secondary level.
* Advises the Director of Schools on policy affecting the instructional program of the school district.
* Serves on the school district’s instructional planning team.
* Supervises the operations of 6-12 instruction in the school district.
* Keeps curriculum guides up-to-date and share new information about curriculum with principals and teachers.
* Monitors the School Improvement Plans (SIP) of the secondary schools and assist principals in formulating appropriate goals, objectives, and strategies to bring about improvement.
* Visits classrooms of all new secondary teachers and other teachers who need help, as well as routine school visits.
* Serves as a resource for secondary teachers in curriculum planning, coordinating instructional services of the schools, using effective teaching strategies, and making effective use of materials for instruction.
* Collaborates to plan and implement staff development.
* Assist secondary principals in the areas of curriculum planning and scheduling, including Response to Intervention.
* Communicates with the community about educational objectives and goals, as well as results.
* Oversees the school district’s goals towards college and career readiness and reports on student progress towards the attainment of those goals.
* Keep abreast of changes in statutes, policies, procedures and methods as they pertain to public education.
* Effectively communicate and interact with colleagues and members of the general public and other groups involved in the operation of the school system.
* Other duties and responsibilities as assigned by the Director of Schools. Minimum Training and Experience Required

A valid teaching license with an administrator endorsement is required. A Master’s Degree in Education, Education Administration, or a related field and at least 5 to 7 years of experience as a teacher, with program coordination and supervisory experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Previous experience in secondary education or supervision is preferred.