

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Instructional Supervisor
Job Class Code: 0280
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Plans and carries out a district-wide program of curriculum review and development.
- Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
- Guides individual professional development experiences for Principals via the evaluation process.
- Integrates instructional programs.
- Assists principals in the planning and implementation of effective programs of supervision and evaluation.
- Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Assists in the recruiting, interviewing, screening and recommending of qualified candidates for positions on school staffs.
- Supervises and coordinates the work of curriculum resource consultants.
- Provides guidance in the selection and use of textbooks and other instructional materials.
- Works with teachers in the preparation of curriculum materials.
- Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
- Assists with all assessment and accountability programs, data analysis and interpretation.
- Demonstrate regular attendance and punctuality.
- Adhere to the appropriate code of ethics.
- Maintain regular attendance.
- Perform other duties consistent with the position assigned as may be requested by the Chief Academic Officer.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Supervisor of Instruction certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.