

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF ASSESSMENT, ACCOUNTABILITY, AND LIBRARY/MEDIA

POSITION: Supervisor of Assessment, Accountability, and Library/Media

REPORTS TO: Assessment and Accountability Officer

LOCATION: Department of Assessment and Accountability (DAA)

NATURE OF WORK:

Under the direction of the Assessment and Accountability Officer, the Supervisor of Assessment, Accountability and Library/Media will be responsible for instructional programs as well as analyzing and interpreting data to impact instruction. This position will require collaboration between various departments and school locations throughout the system. In addition to data analysis and Library/Media instruction, the supervisor will be responsible for coordinating and enhancing the online learning, BRIDGE and Advanced Placement programs. The position is an integral part of the instructional program for all students, staff, and parents/guardians. The incumbent will demonstrate the ability to multi-task, handle multiple budgets, address various initiatives, and coordinate with various stakeholders in a professional manner, representing the system and programs in a positive manner.

ESSENTIAL FUNCTIONS:

The supervisor will be responsible for support and professional development related to curriculum integration; adherence to Every Student Succeeds Act (ESSA) legislation and College Board protocol; and support for cross-disciplinary programs such as facilitation of county-wide Professional Development in Library/Media, online learning, BRIDGE, and Advanced Placement (AP) programming. The supervisor is responsible for assisting administrators and teachers in compiling and analyzing data, articulating instructional practices, and providing instructional supports for staff and students to include instructional materials and methods. The supervisor must demonstrate effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills. This position requires the ability to travel to various sites (must maintain a clean and clear driver's license and ability to operate a Board vehicle), ability to observe and provide evaluative feedback regarding instruction, effective and efficient use of technology, and participation in on-going professional development. The supervisor must be able to work in an office setting and remotely from school buildings as needed. Must be willing and able to support and carry out all Board of Education policies and procedures.

DUTIES AND RESPONSIBILITIES:

I. Program Planning and Development

- A. Participates in identifying and assessing the Library/Media PK-12 curricular and instructional needs of students, community, and school system with extensive knowledge of the American Association of School Librarians (AASL) and the International Society for Technology in Education (ISTE) standards; reviews and develops local assessments
- B. Develops system instructional technology goals, objectives, and plans to ensure fidelity to SMCPs curricular initiatives
- C. Works with appropriate staff to plan strategies to achieve student success in identified outcomes
- D. Sets focus of curriculum by being knowledgeable about current trends in the areas of responsibility
- E. Assists in coordinating school programs with appropriate local, state, and federal programs and/or regulations
- F. Models and supports the integration of instructional technologies and online blended learning to support student learning
- G. Compiles data from various sources and analyzes data to make informed decisions related to the curriculum, instructional program, staff professional development, and viability of various instructional technologies
- H. Accesses Performance Matters and conducts analysis of local, state, and national assessment/test data; communicates results at the instructional program level for each building team to assist in the improvement of data-driven instructional decision-making

- I. Stays current on matters related to federal, state, and local curriculum, content, objectives, policies, regulations, and procedures
- J. Engages with teacher teams to develop a collaborative approach to reviewing data
- K. Provides leadership in the development, implementation, monitoring and evaluation of the AP programs
- L. Oversees special programs and projects related to improving the achievement level of students enrolling in pre-AP and AP coursework

II. Personnel Management and Services

- A. Assists in interviewing and assigning instructional personnel as needed
- B. Collaborates in the planning and implementation of system-wide orientation for appropriate personnel
- C. Establishes effective working relationships with instructional personnel
- D. Conducts observations and conferences with library/media teachers, AP teachers, and online learning facilitators to promote professional growth
- E. Serves as a resource to administrators and instructional staff to promote continuous improvement
- F. Designs, develops, and delivers professional development while providing administrative support to secondary teachers in the use of online blended learning to support teaching, learning and unit recovery.
- G. Works with curriculum supervisors to develop and implement online blended learning lessons that support student learning, remediation, and acceleration
- H. Collaborates with supervisors of the Department of Curriculum and Instruction (DCI) and the Department of Special Education (DSE) to offer blended online coursework for original credit that is commensurate with the scope and sequence of various SMCPs curricula
- I. Collaborates with the Supervisor of Assessments and other members of the DAA to oversee all administrative aspects for original credit coursework offered online via multiple venues
- J. Collaborates with administrators, Supervisor of Assessments, DAA, DCI, High School Testing Coordinators, and various staff to ensure accurate reporting and provide infrastructure support for all Bridge Validation Project initiatives as required by the Maryland State Department of Education (MSDE)
- K. Maintains appropriate records on all students referred for, and participating in, all year-to-year transitions to various instructional programs including AP coursework
- L. Examines PSAT and SAT data, AP Potential tools, and formative and summative data to assist students in their instructional planning
- M. Embraces and models access and equity among instructional programs, including AP programs
- N. Serves as a resource, consultant, and support for all stakeholders involved in AP program and coursework
- O. Recommends, conducts, and evaluates appropriate professional development activities for teachers working with AP Program students and high-ability learners.
- P. Works with content supervisors, principals, and staff to provide professional development for assigned instructional areas focused on the use of research-based instructional strategies to improve student achievement and engagement in all aspects of Pre-AP and AP programming

III. Administration

- A. Plans, conducts, and/or participates in professional development and meetings to include MSDE meetings
- B. Schedules and coordinates the services of other system personnel and outside partners and consultants
- C. Represents the system at state and local meetings and conferences to give and receive instructional and curricular information
- D. Plans, develops and coordinates the publication of curricular materials
- E. Presents information verbally, in writing, and through presentations in a professional, clear and concise manner
- F. Responds to issues and inquiries from internal and external parties
- G. Collaborates in the transition planning (year-to-year) for students with various SMCPs stakeholders; this would include working with various members of DAA, DCI and school-based leadership on the appropriate academic placement for students using student lagging data to drive decisions
- H. Develops, leads implementation, monitors/audits progress, and annually evaluates the division local plan for AP, including facilitating regional vertical AP teams (from middle to high school);
- I. Oversees all administrative aspects of the SMCPs AP Program and collaborates with DCI Supervisors and AP teachers to ensure a rigorous instructional programming for students commensurate with the College Board's expectations and vision.

IV. Procuring and Allocating Resources

- A. Assists in the identification and procurement of grant funding as appropriate
- B. Reviews instructional budget requests from schools

- C. Tracks and maintains an accurate accounting of allocated budgets and assists in the preparation of the instructional budget for schools as needed
- D. Coordinates evaluation and selection of instructional material and equipment
- E. Assists in the preparation of bid lists for materials and equipment
- F. Reviews and controls as appropriate expenditures of allocated funds for all areas of responsibility

V. Community - Public Relations

- A. Assists in informing the public concerning assigned areas
- B. Assists in establishing procedures as appropriate for soliciting, receiving, assessing, and acting upon community comments/suggestions
- C. Prepares material for public information and awareness to include effective communication with parents/guardians, students, and staff to ensure awareness of all events with the Library Media, Advanced Placement (AP) Program, Online Learning, and all year-to-year student transitions

VI. Interacting and Articulating within the School System

- A. Receives and transmits communications related to policies, procedures, programs, and operations within the school system
- B. Interacts in committees to help develop curricula; proposes and clarifies policies and procedures; establishes goals, objectives, and beliefs; receives information; and plans strategies
- C. Facilitates and/or participates in committees, meetings, and other partnership activities as required (both during the regularly scheduled workday and/or evening and weekend events)

VII. Evaluating Programs and Personnel

- A. Performs a continuous evaluation of programs and participates in special evaluations
- B. Assists in the formal and informal observation and evaluation of instructional personnel
- C. Interviews, trains, and supervises staff
- D. Collaborates with administrators, Library/Media Specialists, and other staff to ensure infrastructure and tools are available to carry out school and technology initiatives
- E. Collaborates with instructional departments to identify "at-risk" students that are currently underperforming and work on transition planning with various stakeholders which would include appropriate placement and support of these students at critical junctures in their academic careers (such as at 6th and 9th grade)

VIII. Leadership in Interpersonal Relations

- A. Demonstrates strong public relation skills when dealing with students, parents, and the community
- B. Interacts with staff in a positive and productive manner, which fosters instructional improvement
- C. Serves as a mediator in resolving conflicts
- D. Demonstrates positive human relations skills

QUALIFICATIONS:

- Possess a master's degree;
- Possess an Advanced Professional Certificate and Administrator I endorsement required, Library/Media endorsement preferred;
- Completion of the MSDE Course - *Online Teaching in Maryland* (OTM) (preferred)
- Demonstrated knowledge of appropriate instructional and curricular methodologies;
- Have a minimum of five years of successful teaching experience at the (elementary/middle/high) school level; and
- Demonstrated leadership experience.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range E.

BARGAINING UNIT ELIGIBILITY: SMASA