

Macon County Board of Education

POSITION TITLE: Supervisor (Certificated)

JOB GOAL: To provide leadership in the development, implementation, and evaluation of a specific area for the benefit of the system's total educational program.

REPORTS TO: Superintendent /Designee

SUPERVISES: Assigned Staff

PERFORMANCE RESPONSIBILITIES:

1. Establishes and implements clear goals and specific achievement objectives for the area(s) supervised.
2. Interprets and supports the policies established by deferral and state laws and state and local board policies in the area(s) supervised.
3. Demonstrates effective interpersonal relations skills.
4. Plans and accomplished personal professional growth and demonstrates professional ethics.
5. Takes a leadership role in improving education.
6. Performs routine duties in a professional and responsible manner.
7. Plans, implements, and evaluates instructional programs including learning objectives and instructional strategies for designated areas of responsibility.
8. Serves as a resource person in the area supervised.
9. Demonstrates effective application of leadership and management skills.
10. Demonstrates proficiency in written and oral communication.
11. Provides information on the status of the area supervised.
12. Seeks resources.
13. Prepares and administers budgets.
14. Any other duties assigned by the Superintendent.

REQUIREMENTS:

1. Technological Proficiency
2. Knowledge of Leadership and Program Management
3. Applicable Degree, Certification, and Licensure, as required by State Department of Education.
4. Appropriate Experience and Proven Track Record of Success.

TERMS OF EMPLOYMENT: 12-month work year.

APPLICATION: Complete online application if applying from outside the system. If within the System, please submit a letter if interest.

NOTE: Duties for this job are assigned by the Superintendent and may include but are limited to the following areas: Accountability, Assessment, Curriculum, Data Collection and Analysis, Facilities, Federal Programs, Finance, Instruction, Operations, Prevention and Support, School Improvement, Special Education, Student Services, Technology, Transportation.