



JOB DESCRIPTION

POSITION: SUPERVISOR OF INSTRUCTION

○ **JOB SUMMARY**

Position is responsible for leading the special education instructional program which includes, but is not limited to, planning, developing, implementing, and monitoring effective instructional delivery, faculty evaluations, school safety, professional development and student busing.

○ **JOB GOAL**

Work with all certificated and non-certificated personnel in order to improve and facilitate services to all pupils with disabilities k-12+.

○ **QUALIFICATIONS**

1. Master's degree in a related field
2. Supervisor certification—STANDARD
3. Teacher of Student with Disabilities certification--STANDARD
4. Successful teaching and professional experience with programs dealing with students with disabilities
5. Ability to work on site during the hours required
6. Demonstrated aptitude or competence for assigned responsibilities
7. Required criminal background check and proof of U.S. citizenship or legal alien status
8. Such alternatives to the above qualifications as The Calais School may find appropriate and acceptable

○ **RESPONSIBLE TO**

Assistant Principal

○ **PERFORMANCE RESPONSIBILITIES**

1. Supervise and evaluate the job performance of assigned certificated and non-certificated personnel for improvement.
2. Work cooperatively with building principal and school administrators to resolve issues and ensure the effective and efficient provision of special education programs and services.
3. Coordinate staff development for special services personnel, including child study team members, specialists, related services providers, teachers and aides.
4. Communicate frequently and clearly with parents, guardians and care givers. Resolve problems and respond to parental requests for information or assistance in a timely fashion. Participate in the coordination of parental activities, including committees and parent meetings.
5. Provides guidance in the selection of textbooks and instructional materials for the educational program.



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6. Provides regular school-based instructional supervision to ensure alignment of written and taught curriculum and consistent practices.
7. Serves as the content specialist, resource and advisor to teachers, administrators, and central office personnel.
8. Assists teachers in the improvement of instructional delivery and performance through active coaching, feedback, and job-embedded professional development.
9. Evaluates the effectiveness of instructional methods and programs and recommends revisions as needed.
10. Assists the human resources department with interviewing and recommending qualified candidates for secondary mathematics instructional positions as requested.
11. Coordinates meetings with other content specialists, teachers, administrators, and other central office personnel to disseminate information regarding current developments and teaching practices in the field.
12. Coordinates Bus and lunch duty supervision.
13. Coordinates school-wide supplemental educational activities.
14. Develops Instructional Audits and Academic Reviews as requested.

Please send your resume and any support materials to: Christina Cistaro, HR Manager, via email, christina.cistaro@thecalaischool.org.