

## INSTRUCTIONAL SUPERVISOR, MATH

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work organizing, implementing, and supervising Math programs for the school division; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Supervises the school division's Math programs.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the school division's elementary mathematics program and the 6-12 mathematics program.
- Facilitates program/curriculum development and monitoring; professional development; assessment development and support; financial management of grants and local funds; and change efforts related to assigned programs;
- Serves as a resource to teachers, math specialists, principals, district-level colleagues, parents, school board members, and the community;
- Serves as primary mathematics liaison with the Virginia Department of Education;
- Serves as the grant administrator for the federal Title IIA grant which targets teacher quality. Responsibilities include oversight of the instructional coaching program, national board certification, mentor program (to include grant for teacher corps and mentoring), graduate course planning, and financial oversight of grant-supported professional development programs;
- Provides with Science and CTE Supervisors support for all STEM (science, technology, engineering, and mathematics) programs and projects;
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of Mathematics; thorough knowledge of key principles of instruction; excellent interpersonal, organization, presentation and communication skills are required.

### **EDUCATION AND EXPERIENCE:**

A Master's degree required in mathematics required; a Virginia teaching license is required; an endorsement in math, administration and supervision, and/or curriculum and instruction are preferred; an administration and supervision endorsement required within 5 years of employment; minimum of three years of exemplary teaching experience in math is preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.