

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0585
Pay Grade: C07

FLSA: Exempt

SUPERVISOR,
ELEMENTARY READING AND LANGUAGE ARTS

MAJOR FUNCTION:

The Supervisor of Elementary Reading and Language Arts is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in reading and language arts. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

DUTIES AND RESPONSIBILITIES:

- Advocates, facilitates and monitors the alignment of curriculum, instruction, and assessment improvement in the accomplishment of district reading and writing goals
- Serves as a consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups
- Promotes, reviews, and communicates progress toward division goals
- Manages data collection and reporting functions in reading and language arts; uses data in decision making
- Represents reading and language arts on cross-functional teams
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of reading and language arts
- Serves as liaison with community groups, parents, colleges and universities, and other agencies.
- Serves as a support for school walk-throughs
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division
- Evaluates and improves the planning process
- Communicates budget needs to the Curriculum Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction and dissatisfaction results regarding products, services, and transactions
- Develops customer service standards for the reading and language arts office
- Continually evaluates and improves customer satisfaction processes
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in reading and language arts
- Assists school personnel in analyzing data for continuous improvement of student achievement in reading
- Interprets impact of state legislation and state board rule on elementary school reading and language arts
- Collaborates with Management Information Systems, Testing and Evaluation, and schools to determine data needs and formats for classroom, school, and district analysis
- Coordinates professional training for elementary reading and language arts teachers and administrators; provides training for all elementary teachers in using reading and writing as learning strategies
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities

SUPERVISOR, ELEMENTARY READING & LANGUAGE ARTS

DUTIES AND RESPONSIBILITIES (continued):

- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing reading and language arts teachers
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to reading and language arts
- Assists schools in securing appropriate instructional materials
- Participates in School Improvement Plan reviews
- Interprets and monitors for schools the school board curriculum policy regarding reading and language arts; provides policy input
- Provides for the evaluation and improvement of reading and language arts programs
- Establishes and oversees annual budgets from various funding allocations to support elementary reading and language arts
- Assists teachers in creating classroom learning systems
- Assists schools with articulation of the reading and language arts program from grade to grade and level to level
- Monitors the results of school improvement research and development in reading and language arts
- Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding reading and language arts achievement, including comparisons and benchmarks
- Contributes to Curriculum Services accountability for results aligned to all district strategic directions
- Performs related duties as required

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university with certification in Administration and Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education, or Master's degrees in Curriculum and Instruction or Elementary Education with documented leadership experiences and a commitment to begin training to obtain Florida Reading Endorsement. Five (5) years of related professional experience at the elementary school level to include three (3) years of experience in teaching elementary reading and language arts. Demonstrated organizational and communication skills. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Masters degree with certification in Reading. Experience as a curriculum specialist/trainer in the area of reading and language arts.

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED (MF, D&R, MQ;s): 8/00 PBL; BOARD APPROVED: 8/15/00; REVISED (D&R, MQ's): 8/02 PBL; BOARD APPROVED: 8/20/02; UPDATE DIVISION NAME: 1/06 AK; REVISED MQ's: 10/09 RAS; BOARD APPROVED: 10/27/09

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, ELEMENTARY READING & LANGUAGE ARTS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Elementary Reading & Language Arts.-.ADM