



EMPLOYEE NAME: \_\_\_\_\_

Revised: 7/85; 3/86; 2/88; 1/89; 7/90; 3/91; 11/93;11/94; 1/96; 2/96;  
2/98; 4/01; 8/05; 9/06; 4/08, 10/12; 2/13; 6/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Supervisor K-12 Mathematics	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Instruction and Innovative Practice	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction and Innovative Practice	<b>PAY GRADE:</b> CS1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 Mathematics program.	

**REQUIREMENTS:**

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years teaching experience in K-12 Mathematics programs; district or building leadership preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Works with the Teaching & Learning staff to ensure a balanced and coordinated K-12 instructional program (CTLS, resource acquisition and support, program evaluation, and curriculum development).
3. Leads, by effectively communicating and training, school administrators, teachers, support staff and mathematics teacher leaders on the effective implementation of the K-12 curriculum, district initiatives, adopted programs, best instructional practice and current research in the field.
4. Leads local administrators and teachers in understanding, implementing, and resolving problems related to teaching and learning.
5. Collaborates with teaching and learning colleagues to develop assessments of/for student learning.
6. Assists with the implementation of all SACS, Georgia State Standards, and State and Federal regulations related to the K-12 mathematics programs.
7. Works collaboratively with post-secondary institutions and community/professional organizations to ensure a smooth transition.
8. Leads, designs, implements, and evaluates professional learning for teachers and leaders.
9. Projects budget needs, monitors the use of allocated funds, including the purchase of supplies and materials for instruction, as well as for administrative office efficiency.
10. Prepares presentations, special reports and/or documents concerning assigned programs for public information as needed.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_