

Position Title: Business/Applied Technology/Family & Consumer Science Instructional Supervisor

Starting Date: August 2012

Qualifications:

A. Education

1. Master's Degree
2. Presently hold a Type 09 Certificate
3. Presently hold or qualify for Administrative Type 75 Certificate

B. Experience

1. Three or more years of successful teaching experience within Business Education, Applied Technology or Family & Consumer Science
2. Instructional leadership experience preferred

C. Aptitude

1. Proven ability to mentor new & experienced teachers
2. Experience providing curriculum leadership and innovation
3. Ability to work toward interdisciplinary instruction with other departments
4. Proven leadership skills
5. Capacity to supervise both certified and non-certified personnel
6. Demonstrated capacity to understand and incorporate standards-based curriculum
7. Demonstrated knowledge managing budgets and resources

Working Relationships:

- A. Is immediately responsible to the Associate Principal of Curriculum
- B. Creates and maintains collaborative relationships among members of the Instructional Supervisor Council & Guidance Department

Essential Job Functions:

Leadership:

- A. Provide leadership in the development of shared beliefs and values about student learning and student intellectual development of Glenbrook South's organizational goals
- B. Provide leadership within the department in initiating changes necessary to improve student learning based on data analysis and best practices

- C. Provide leadership for the department of a learning environment that fosters teamwork, reflection, experimentation, growth and innovation
- D. Act as a role model for the department by demonstrating a commitment to learning and modeling professionalism and respect for others
- E. Represent the department at local, state and national conferences
- F. Serve as first referral from teachers on student disciplinary problems

Curriculum, Instruction and Assessment:

- A. Facilitate continual review and evaluation of curriculum and lead the recommendation of new courses and/or summer curriculum projects for the Business, Applied Technology and Family & Consumer Science Departments to remain current and relevant
- B. Work collaboratively with the Associate Principal of Curriculum to establish and incorporate *Project Lead the Way* and the College Readiness Standards within a standards based curriculum
- C. Work to infuse Glenbrook South High School's organizational goals and instructional norms
- D. Lead and assist the development of an assessment system that monitors student learning and analyzes data to ensure that Glenbrook South's organizational goals and standards are being met
- E. Actively participate in Instructional Supervisor Council meetings
- F. Maintain a current knowledge and understanding of best practices for effective instruction and assessment strategies

Staff Supervision and Development:

- A. Identify goals/vision for the Business, Applied Technology and Family & Consumer Science Departments
- B. Recommend new hires within the Business, Applied Technology and Family & Consumer Science Departments
- C. Supervise all certified and non-certified staff within the Business, Applied Technology and Family & Consumer Science Departments
- D. Effectively utilize the evaluation process to improve teaching and learning

Organizational Management:

- A. Create the schedule for the Business, Applied Technology and Family & Consumer Science Departments
- B. Manage the budget for Business, Applied Technology and Family & Consumer Science Departments
- C. Maintain facilities and equipment to ensure functional, competitive and modern educational experiences for all
- D. Maintain grants and serves as Glenbrook South's representative on the NSERVE Administration Council
- E. Assumes other duties as assigned by the principal

Length of Contract:

The contract is for 193 days, which includes an additional 20 workdays which are allocated for all Instructional Supervisors. Ten days will be used to end the school year and ten will be used to begin the new school year.